eWiSACWIS Safety Assessment and Planning Change Order

eWiSACWIS Design and Developer's Guide

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eWiSACWIS Safety Assessment and Planning Change Order

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Design Assumptions

- Conversion is not included for this change order.
- Existing Safety Assessment and Safety Analysis and Plans will use current functionality.
- Security changes not detailed in the Security Changes section will be done via the online application by Jason Wutt

Safety Assessment and Planning Change Order Detailed Design

As a part of the Safety Assessment and Planning Design the following pages will be added to the system: the Safety Assessment and Planning page (containing the following three tabs: Safety Assessment, Description of Safety Threats and the Plan Analysis), the Safety Plan Services pop-up page, the Out of Home Safety Planning (containing the follow two tabs: OHSP Jurisdiction and OHSP Placement Safety) and the Safety Assessment and Planning Selection pop-up page.

The following pages will be modified: the Initial Assessment Primary Caretaker (will be updated with the new safety threat questions across the Maltreatment, ChildFnctng, AdultFnctng, ParPractices tabs which will populate the Safety Assessment and Planning page.

Introduction

The Safety Assessment and Planning page is used to assist the worker in determining if a child is in imminent danger of serious harm and whether immediate safety intervention is required. The Safety Assessment and Planning page consists of a header group box labeled General; three tabs, labeled Safety Assessment, Description of Safety Threats, and Plan Analysis; and a pop-up page labeled Safety Plan Services, which is used to identify the service/activities and the Provider/Responsible person to control the safety factors.

The Header group box contains the Name of the Case, Worker Name; Approval Date, Type and Complete checkbox. The Approval Date is the date the plan receives supervisory approval, and is not pre-filled once the plan is created. This field pre-fills upon supervisory approval.

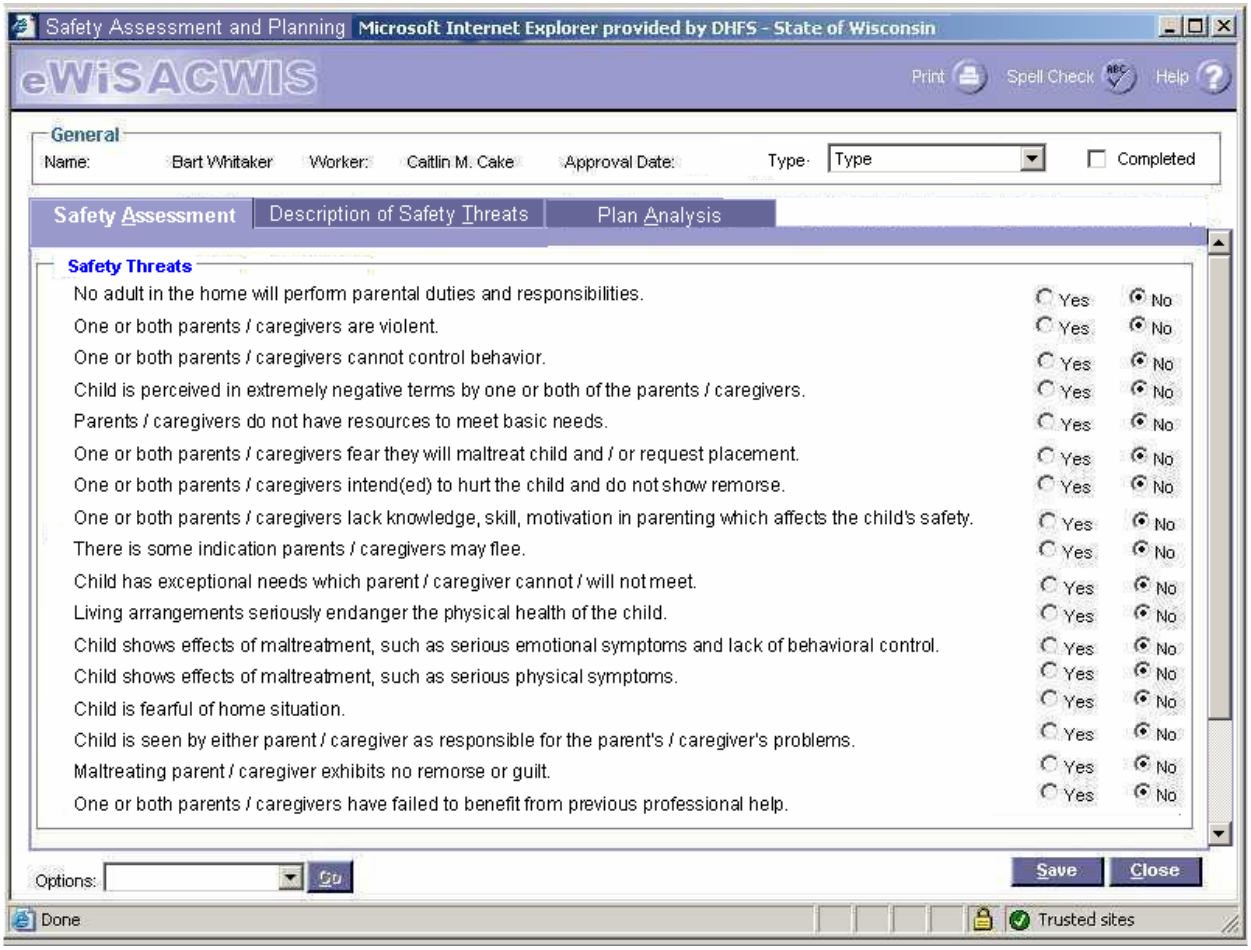
The worker will document on these pages the description of the family conditions that support the safety factors identified to assure that the child(ren) can remain in the home while receiving services. If certain questions, or combinations of questions are answered "No" on the Plan Analysis tab of the Safety Assessment and Planning page, upon saving the page the worker will be prompted to proceed to create an Out of Home Safety Planning record as the child(ren) are considered to be unsafe.

The services that will be provided are recorded on the Description of Safety Services tab once identified in the Safety Plan Services pop-up page. Additionally, the Safety Assessment and Safety Analysis and Plan templates can be used to produce documentation showing safety has been addressed. The Safety Assessment and Safety Analysis and Plan.

In addition to the Safety Assessment and Planning page the Out of Home Safety Planning page allows for documentation of an out of home placement setting situation when the child is determined to be unsafe.

The Initial Assessment Primary Caregiver, Family Assessment and Case Plan (Ongoing Change Order), and Case Progress Evaluation pages have been updated to include the 17 basic questions regarding Safety Threats. On these pages the user will answer the question as part of the larger workflow and when the record is saved the Safety Assessment and Planning pages is created.

New online page: Safety Assessment and Planning



Safety Assessment and Planning Page Overview

The Safety Assessment and Planning page is accessed in create mode by selecting Create Case Work >Safety Assessment off of the main menu, selecting the Safety Assessment and Planning option from the Create Case Items group box, then selecting the appropriate case (the Case Participants box will be grayed out), and clicking on the Create button. This will display the Safety Assessment and Planning page. Once the Safety Assessment and Planning page has been created, it can be accessed by expanding the selected case on the Desktop, clicking on the Safety Assessment and Planning icon, and then clicking on the appropriate Safety Assessment and Planning hyperlink. The Safety Assessment and Planning page can also be accessed via the Initial Assessment Primary Caregiver page.

The Safety Assessment and Planning page is used to assist the worker in determining if a child is in imminent danger of serious harm and whether immediate safety intervention is required. The Safety Assessment and Planning page consists of a header group box labeled General; three tabs, labeled Safety Assessment, Description of Safety Threats, and Plan Analysis; and a pop-up page

labeled Safety Plan Services, which is used to identify the service/activities and the Provider/Responsible person to control the safety factors.

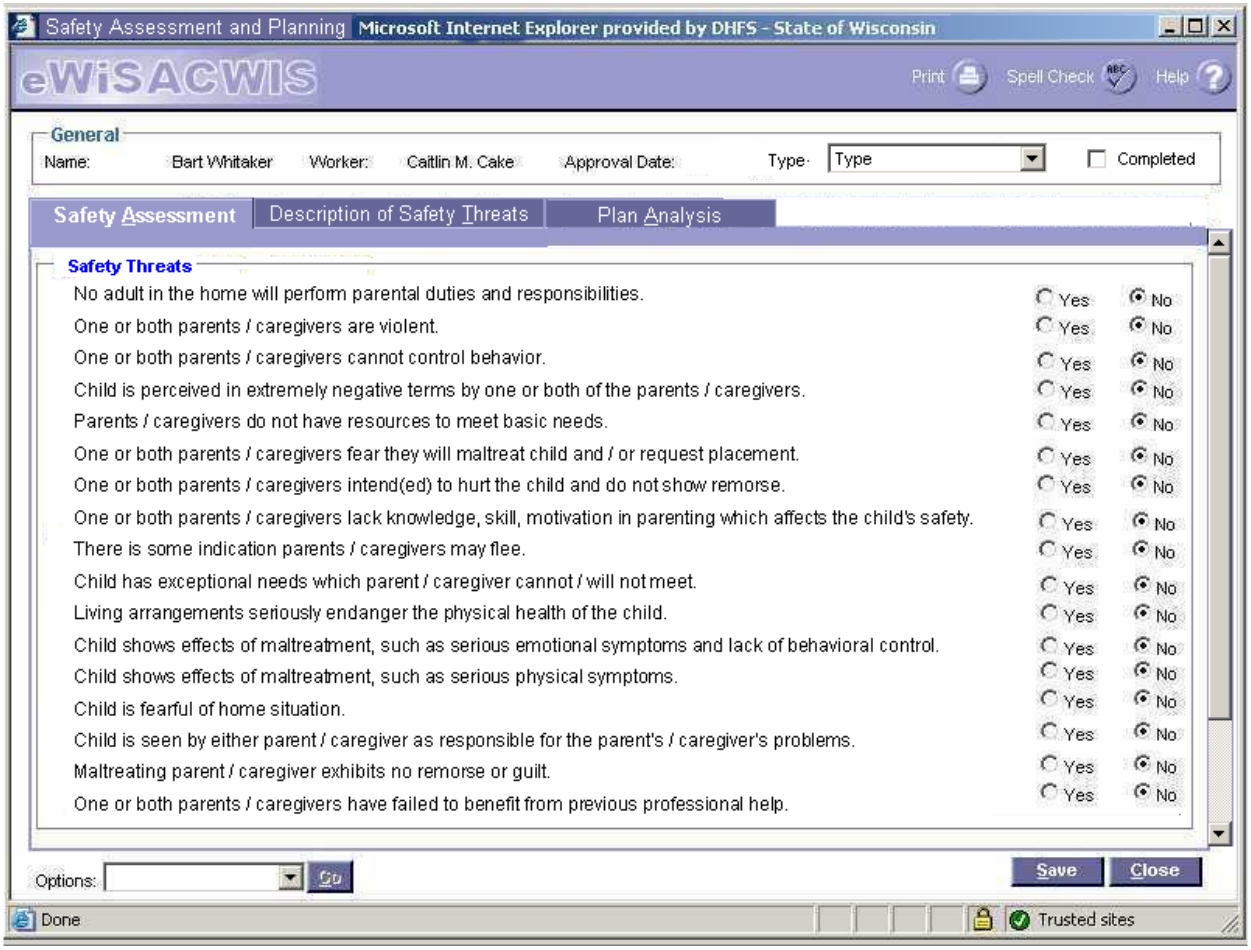
The Header group box contains the Name of the Case, Worker Name; Approval Date, Type and Complete checkbox. The Approval Date is the date the plan receives supervisory approval, and is not pre-filled once the plan is created. This field pre-fills upon supervisory approval.

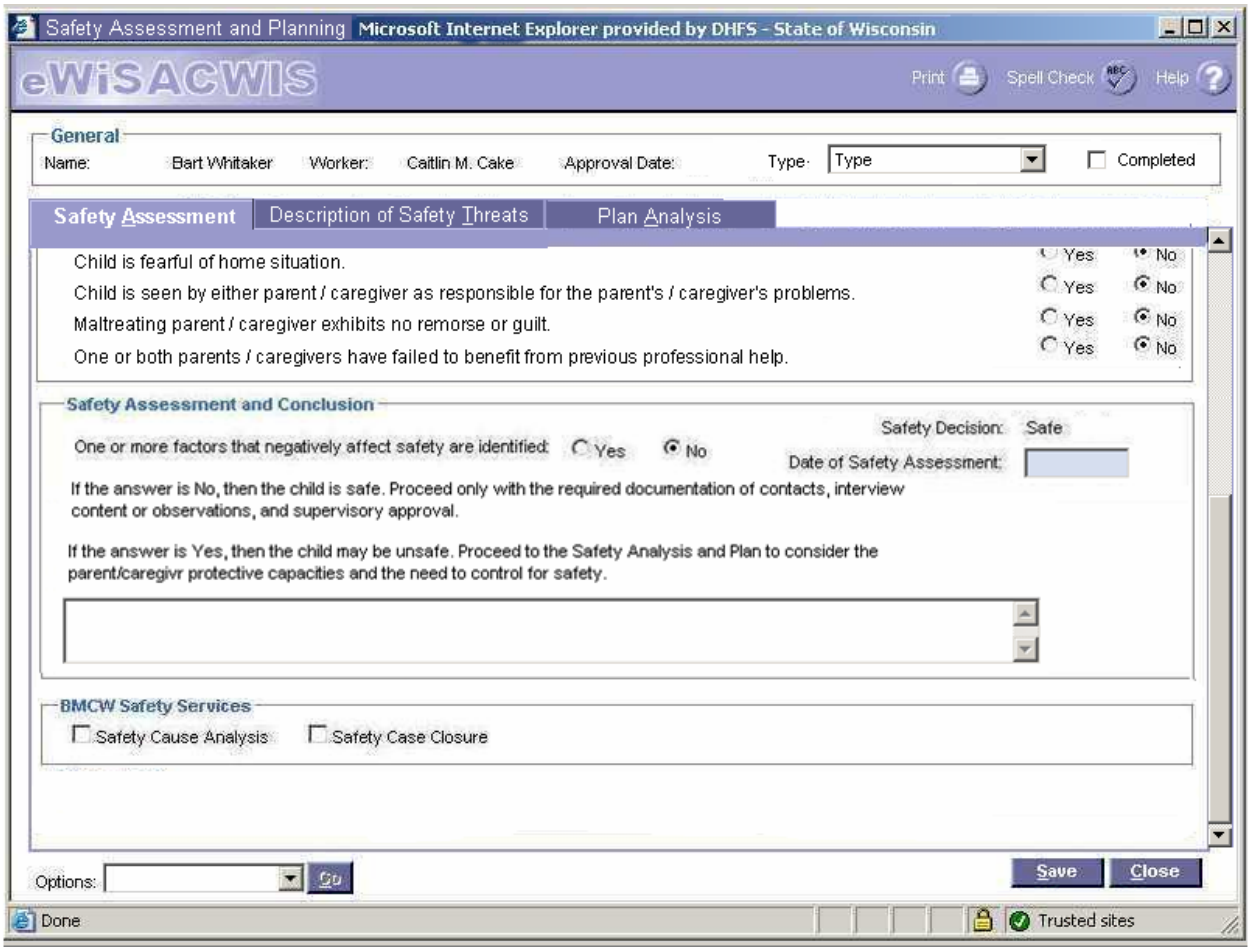
The worker will document on this page the description of the family conditions that support the safety factors identified to assure that the child(ren) can remain in the home while receiving services. If certain questions, or combinations of questions are answered "No" on the Plan Analysis tab of the Safety Assessment and Planning page, upon saving the page the worker will be prompted to proceed to create an Out of Home Safety Planning record as the child(ren) are considered to be unsafe.

Safety Assessment and Planning Page Information

Box:	General	
Fields:	Name:	The name of the case; system derived from the Case table. Read only
	Worker Name:	The name of the case worker; system derived from the Case table. Read only
	Approval Date:	The date the 'Safety Assessment and Planning' was approved, system derived from the Approval table. Read only
	Type:	The type dropdown is users selected, not required and read only after the Completed Checkbox has been selected and the page saved.
	Completed:	User selected checkbox used to indicate that the Safety Assessment and Planning record is completed.

Safety Assessment Tab





Safety Assessment Tab Overview

The Safety Assessment tab consists of three group boxes labeled Safety Threats, Safety Assessment and Conclusion, and BMCW Safety Services. The Safety Threats group box is where the worker must identify behaviors or conditions that may be present or absent in the household by selecting a 'yes' or 'no' answer to the 17 questions. Each factor applies to all children in the household and the child with the highest safety issue should be rated for each question.

The Safety Assessment and Conclusion group box is where a Safety Assessment and Conclusion is derived based on the outcome of the Safety Threat question responses. If the Safety Threat questions are answered and one or more question is answered 'Yes', then the child will be considered unsafe. Should the total selections be 'No', then the child will be considered safe.

The "Safety Assessment and the Safety Analysis and Plan templates and the Approval option are available under the Options dropdown. The Approval Processing is only available from the Options dropdown if the Safety Assessment and Planning page is created via the Create Case

Work page. The "Safety Assessment" and the "Safety Analysis and Plan" templates will be available from each tab on the Safety Assessment and Planning pages.

Safety Assessment Tab Information

Box:	Safety Threats	
Fields:	No adult in the home will perform parental duties and responsibilities.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
	One or both parents / caregivers are violent.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
One or both parents / caregivers cannot control behavior.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child is perceived in extremely negative terms by one or both of the parents / caregivers.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Parents / caregivers do not have resources to meet basic needs.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
One or both parents / caregivers fear they will maltreat child and / or request placement.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

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One or both parents / caregivers intend(ed) to hurt the child and do not show remorse.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
One or both parents / caregivers lack knowledge, skill, motivation in parenting which affects the child's safety.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
There is some indication parents / caregivers may flee.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child has exceptional needs which parent / caregiver cannot / will not meet.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Living arrangements seriously endanger the physical health of the child.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child shows effects of maltreatment, such as serious emotional symptoms and lack of behavioral control.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child shows effects of maltreatment, such as serious physical symptoms.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child is fearful of home situation.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

	answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Child is seen by either parent / caregiver as responsible for the parent's / caregiver's problems.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Maltreating parent / caregiver exhibits no remorse or guilt.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been

		answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
	One or both parents / caregivers have failed to benefit from previous professional help.	Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered. If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
Box:	Safety Assessment and Conclusion	
Fields:	One or more factors that negatively affect safety are identified:	Yes, No radio button; system derived from the Safety Assessment and Planning table. Yes/No radio button selection is based on the answer to the Safety Threat questions. Read only; not user modified; disabled and grayed out.
	Safety Decision:	Read only; system derived based on the answer to the Safety Threat questions. Display values are Safe or Unsafe.
	Date of Safety Assessment:	This is the Date of the Safety Assessment, user entered date field, required and editable until the Completed Checkbox has been selected. In the event that additional changes are needed the Completed checkbox can be unselected and the

		Date of Safety Assessment field will be editable.
	If the answer No, then the child is safe. Proceed only with the required documentation of contact, interview content or observations, and supervisory approval. If the answer is Yes, then the child may be unsafe. Proceed to the Safety Analysis and Plan to consider the partent/cargiver protective capacities and the need to control for Safety.	User entered text field used to document the child's safety. Standard Doc_Narratvie field.
Box:	BMCW Safety Services	
Fields:	Safety Cause Analysis	User selected checkbox for Safety Cause Analysis used by BMCW and is editable until the Completed checkbox has been selected. In the event that additional changes are needed the Completed checkbox can be unselected and the Safety Cause Analysis field will be editable. Not required.
	Safety Case Closure	User selected checkbox for Safety Case Closure used by BMCW and is editable until the Completed checkbox has been selected. In the event that additional changes are needed the Completed checkbox can be unselected and the Safety Case Closure field will be editable. Not Required.
Options:	Approval	The approval processing will be available from the options dropdown on the Safety Assessment Tab only.
	Safety Assessment Template	The Safety Assessment template will be available from the options dropdown on each of the tabs. When the user selects the value and selects the go button the application will launch the correct template.
	Safety Analysis and Plan	The Safety Analysis and Plan template will be available from the options dropdown on each of the tabs. When the user selects the value and selects the go button the application will launch the correct template.

Buttons:	Save	Standard Save Processing (all save processing validation and edit checks are executed and when necessary the user will get validation messages or required field validation reminders).
	Close	Standard Close Processing (if any updates have been made on the page the user will be prompted to save those changes prior to closing).

Background Processing:

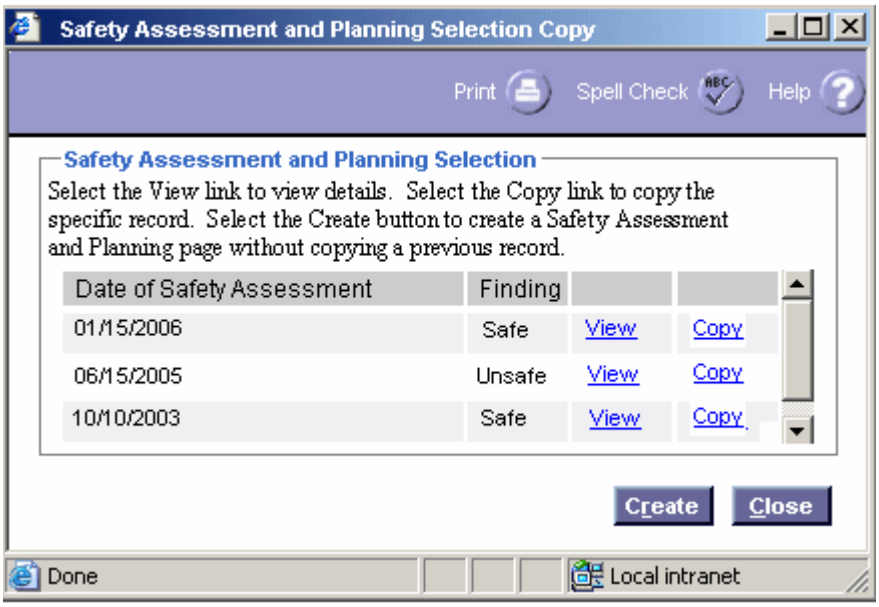
- Safety Threat. Yes, No radio Buttons. If the page is created from a selected Initial Assessment Primary Caregiver, Family Assessment and Case Plan or a Case Progress Evaluation, Yes or No radio button pre-fills with answer from Safety Threats. If no Family Assessment and Case Plan, Case Progress Evaluation or Initial Assessment Primary Caregiver was selected to create the page, Yes and No are blank and the corresponding field in the Safety Threats question defaults to unselected. Radio buttons are user editable, and not required until the worker approval is entered. Validation error pop-up displays on save from a base page if the completed checkbox is checked and all question have not been answered. "One or more of the Safety Threat questions have not been answered". If the validation pop-up message is being generated from a stand alone Safety Assessment then the tag item regarding the Tab name will not be used. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to the new Safety Assessment and Planning tables
- When user creates the Safety Assessment and Planning from the create case work page, the system looks up any previously created and approved Safety Assessment and Planning records. If any are found, then a Safety Assessment and Planning Selection pop-up is displayed. If a user selects a Safety Assessment and Planning to pre-fill from, when the Safety Assessment and Planning page opens it will have all the Safety Threat questions and associated text copied from the record selected.

Save Processing:

- Save processing is initiated by clicking on the Save button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if they would like to 'Save changes before closing the page.'
- If the user has not yet accessed the Safety Assessment and Planning template (from the Options dropdown), a pop-up message will launch, stating, **"You have not opened the text document for this window. You must open this document prior to sending your work for approval. If you do not open the document, you will not be able to view it at a later date. Click No to return and open the Safety Assessment. Click Yes to save and exit."**
- Save processing will save the information entered onto this page to the new Safety Assessment and Planning tables to be created.

- It is important to note that the approval option is only available in the dropdown for those Safety Assessment and Planning record that are created from Create Case Work. Those Safety Assessment and Planning record that are created as a result of completing an Initial Assessment Primary Caregiver record, Family Assessment and Case Plan or the Case Progress Evaluation will not have the approval processing available in the options dropdown.

New Online Page: Safety Assessment and Planning Selection



Safety Assessment and Planning Selection Page Overview

The Safety Assessment and Planning Selection page is displayed when the user selects Create Casework > Safety Assessment chooses a case and selects the create button. This page is only displayed when the user as a previously approved Safety Assessment and Planning page. The Safety Assessment and Planning Selection Copy pop-up page allows a worker to copy an existing Safety Assessment and Planning (created after 06/23/2006). The information from the existing plan will populate into the new plan (only responses to the Safety Threats and corresponding text narrative), if available.

The pop-up page will display all previously approved Safety Assessment and Planning records crated after 06/23/2006 for the selected case sorted by the Date of Safety Assessment in descending order. Safety Assessment and Planning records that have final Not Approved and Terminated statuses will not be displayed.

The user can select the View hyperlink next to any row to view the contents of the Safety Assessment and Planning page. After reviewing the contents, the user can close the Safety Assessment and Planning page to go back to the pop up page. The user can select the Copy hyperlink associated with any of the Safety Assessment and Planning to copy the selected row as the basis for the new Safety Assessment and Planning. All the Safety Threats questions and associated text will then be copied over from the record selected. The Safety Assessment and Planning created will now be available for the user in editable mode. If the user does not want to copy any row, selecting the Create button will take the user to a new, blank Safety Assessment and Planning page.

Safety Assessment and Planning Selection Pop Up Page Information

Box:	Safety Assessment and Planning	
Fields:	Date of Safety Assessment	Read only field with the date populated from the Date of Safety Assessment field from the new Safety Assessment and Planning table. Only those approved will be available.
	Finding	Read only field with the Safety Assessment and Planning finding
Links:	View	The View hyperlink will open the associated Safety Assessment and Planning page in read only mode so the user may review the selected record.
	Copy	Copies Safety Assessment and Planning information to the newly created Safety Assessment and Planning Page.
Buttons:	Create	Open the Safety Assessment and Planning Page in create mode without prefill.
	Close	Cancels the action and closes the page.

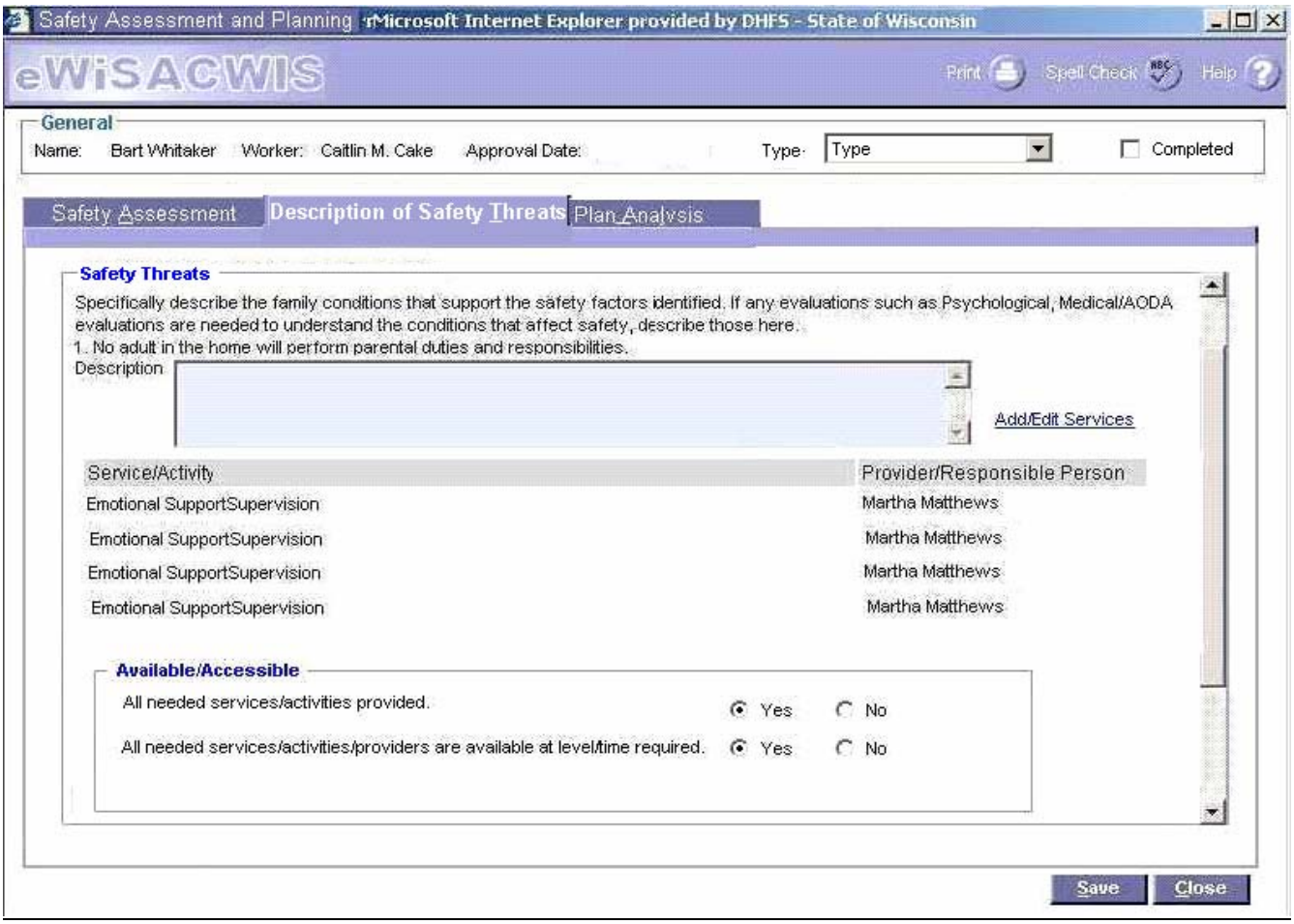
Background Processing:

- When user creates the Safety Assessment and Planning page from the create case work page, the system looks up any previously created and approved Safety Assessment and Planning records. If found, then a Safety Assessment and Planning Selection pop-up is displayed.
- Each record that is found will be displayed with the Date of Safety Assessment, Finding, View, and Copy link. If a user selects a Safety Assessment and Planning record to pre-fill from, when the Safety Assessment and Planning page opens it will have all the Safety Threat questions and associated text copied from the record selected.
- If the user selects the View hyperlink the system will launch the approved Safety Assessment and Planning page in read only.
- If the user selects the Close button the page will close.

Save Processing:

- N/A

Description of Safety Threats Tab



Description of Safety Threats Tab Overview

The Description of Safety Threats Tab allows the user to document a text description associated with an identified Safety Factors that pre-fill from the Safety Threats questions when they are answered with a "Yes". The user will describe the family conditions that support the identified safety factors in the Description field.

The Safety Services read only information listed in Service/Activity and Provider/Responsible Person columns display what services and provider/responsible persons that were identified in the Safety Plan Service maintain page. The Available/Accessible Group Box is a read only summary roll up (for example one yes response will generate a yes for the roll up) of answers from each of the Services that have been added to address each of the safety threats. Additionally, the add/edit hyperlink can be used to launch the Safety Plan Service page where new Services/Activities and Provider/Responsible person can be added to support the Safety Assessment and Planning process.

Description of Safety Threats Tab Information

Box:	Safety Threats	
Fields:	1. No adult in the home will perform parental duties and responsibilities.	All Safety Threat questions that have been answered yes from the Safety Assessment Tab will populate on this page and the Description field becomes enabled and required. The number of question that populate to the Description of Safety Threats tab will be dynamic based on yes/no responses. The screen shot is an example to illustrate the layout. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to newly created Safety Assessment and Planning Table.
	Description:	All Safety Threat questions that have been answered yes from the Safety Assessment Tab will populate on this page and the Description field becomes enabled and required. Upon Save, the associated Safety Assessment & Planning Description is create/updated. Saves to newly created Safety Assessment and Planning Table.
	Service/Activity:	Read only Service/Activity, system derived from the new Safety Plan Services table.
	Provider/Responsible Person	Read only Provider/Responsible Person, system derived from the new Safety Plan Services table.
Links:	Add/Edit Services	The Add/Edit Services hyperlink will open the Safety Plan Service popup page create mode so the may add or edit services for each of the Safety Threat the have been identified with a yes response. The Add/Edit Services link is only available when all four questions on the Plan Analysis (Analysis group box) are answer 'Yes'.
Box:	Available/Accessible	
Fields:	All Needed Services/activities provided:	Yes/No radio buttons that are system derived, read only and not editable based on the individual responses from all individual service questions rolled up to a summary response to the Safety

		Threat specific question answered on the Safety Service Plan page.
	All Needed Services/activities/providers are available at level/time required:	Yes/No radio buttons that are system derived, read only and not editable based on the individual responses from all individual service questions rolled up to a summary response to the Safety Threat specific question answered on the Safety Service Plan page.
Options:	Safety Assessment Template	Please note that the Safety Assessment template will be available from the options dropdown on each of the tabs. When the user selects the value and selects the Go button the application will launch the correct template.
	Safety Analysis and Plan	Please note that the Safety Analysis and Plan template will be available from the options dropdown on each of the tabs. When the user selects the value and selects the Go button the application will launch the correct template.
Buttons:	Save	Standard Save Processing
	Close	Standard Close Processing

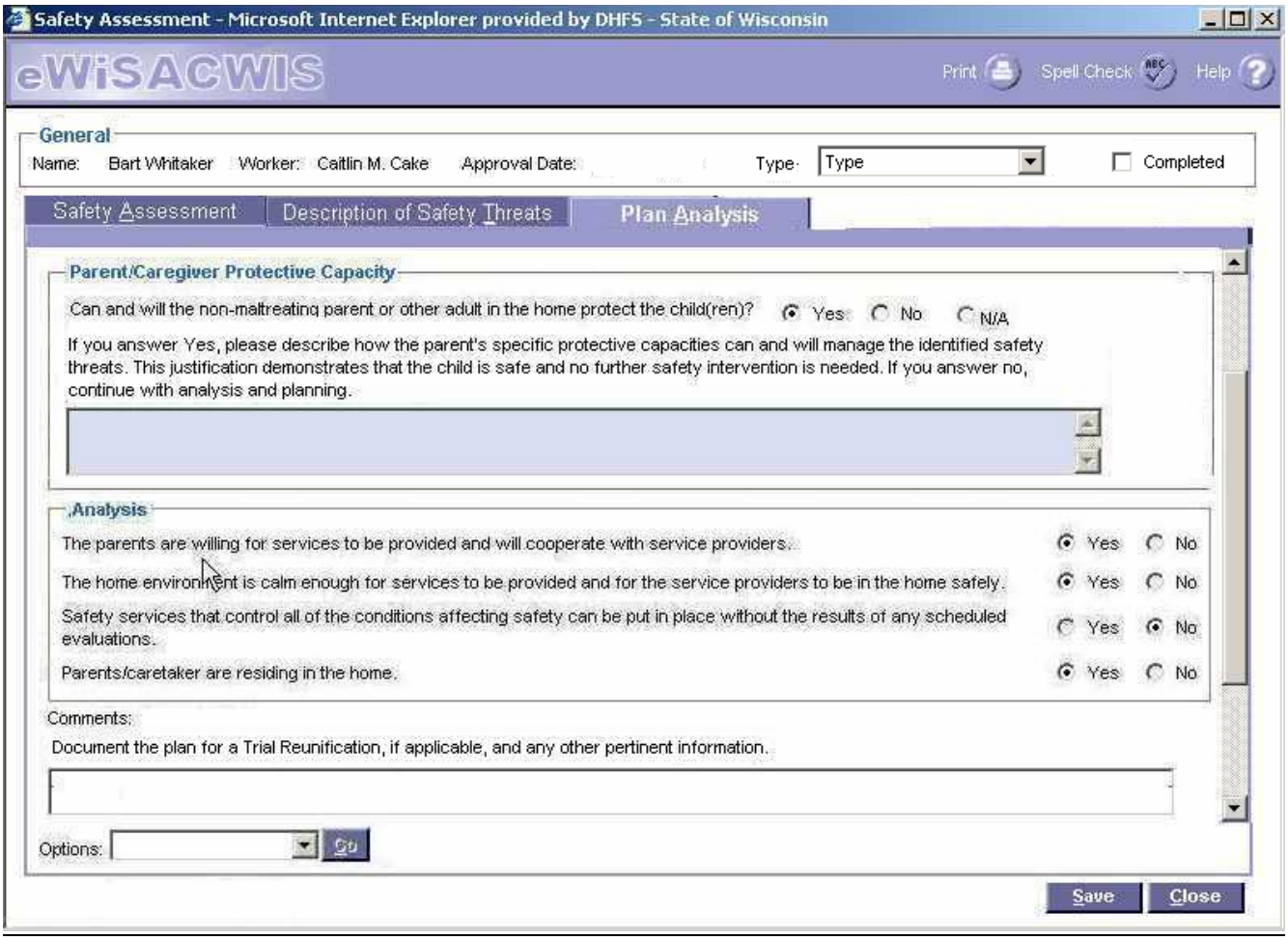
Background Processing:

- All Safety Threat questions that have been answered yes from the Safety Assessment Tab will populate on this page and the Description field becomes enabled and required.
- The number of question that populate to the Description of Safety Threats tab will be dynamic based on yes/no responses.
- Yes/No radio buttons that are system derived, read only and not editable based on the individual responses from all individual service questions rolled up (for example one yes response will generate a yes for the roll up) to a summary response to the Safety Threat specific question answered on the Safety Service Plan page. The Add/Edit Services hyperlink will open the Safety Plan Service popup page.

Save Processing:

- Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat description. Saves to newly created Safety Assessment and Planning Table.

Plan Analysis Tab



Plan Analysis Tab Overview

The Plan Analysis Tab is used to record the Parent/Caregiver Protective Capacity information. The user is instructed to document the parent's specific capacities to manage safety threats. The Analysis group box allows the user to record questions regarding the Safety of the child. The overall outcome of the four questions will either alert the user that the child is Unsafe and that they should proceed to create an Out of Home Safety Plan or if the child is safe they should enter the services for each of the Safety Threats. In the event the child is found safe the system will automatically focus the user on the Description of Safety Threat tab with the Add/Edit hyperlink available for the user to enter the services.

Plan Analysis Tab Information

Box:	Parent/Caregiver Protective Capacity	
Fields:	Can and will the non-maltreatment parent or other adult in the home protect the child(ren)?	User selected Yes, No radio button; required.
	If you answer Yes, please describe how the parent's specific protective capacities can and will manage the identified safety threats. This justification demonstrates that the child is safe and no further safety intervention is needed. If you answer no, continue with the analysis and planning.	User entered text field, becomes required when the answer is Yes, enabled at all other times. Standard Doc_Narrative
Box:	Analysis	
Fields:	The parents/caregivers are willing for services to be provided and will cooperate with service providers.	User entered Yes/No radio button; required. If "No" then display the message - You have answered No to one or more of the analysis questions. In-Home services will not work for this family. Please create an Out-of-Home Safety Plan If "Yes" keep track when all 4 questions are yes then display the following message - You have answered Yes to all of the analysis questions. In-Home services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add Services at this time. Select No to continue.
	The home environment is calm enough for services to be provided and for the service providers to be in the home safely.	User entered Yes/No radio button; required. If "No" then display the message - You have answered No to one or more of the analysis questions. In-Home services will not work for this family. Please create an Out-of-Home Safety Plan If "Yes" keep track when all 4 questions are yes then display the following message - You have answered Yes to all of the analysis questions. In-Home services will work for this family. Please proceed to develop services for the In-Home

		Safety Plan. Please select Yes to add Services at this time. Select No to continue.
	Safety Services that control all of the conditions affecting safety can be put n place without the results of any scheduled evaluations.	User entered Yes/No radio button; required. If "No" then display the message - You have answered No to one or more of the analysis questions. In-Home services will not work for this family. Please create an Out-of-Home Safety Plan If "Yes" keep track when all 4 questions are yes then display the following message - You have answered Yes to all of the analysis questions. In-Home services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add Services at this time. Select No to continue.
	Parents/Caregivers are residing in the home.	User entered Yes/No radio button; required. If "No" then display the message - You have answered No to one or more of the analysis questions. In-Home services will not work for this family. Please create an Out-of-Home Safety Plan If "Yes" keep track when all 4 questions are yes then display the following message - You have answered Yes to all of the analysis questions. In-Home services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add Services at this time. Select No to continue.
Box:	Comments	
Fields:	Document the plan for a Trial Reunification, if applicable, and any other pertinent information.	User entered text field, not required, editable and used to document the plan for a Trial Reunification and other pertinent information. Standard Doc_Narrative field.
Options:	Safety Assessment Template	Please note that the Safety Assessment template will be available from the options dropdown on each of the tabs. When the user selects the value and selects the go button the application will launch the correct template.
	Safety Analysis and Plan	Please note that the Safety Analysis and Plan template will be available from the options

		dropdown on each of the tabs. When the user selects the value and selects the go button the application will launch the correct template.
Buttons:	Save	Standard Save Processing
	Close	Standard Close Processing

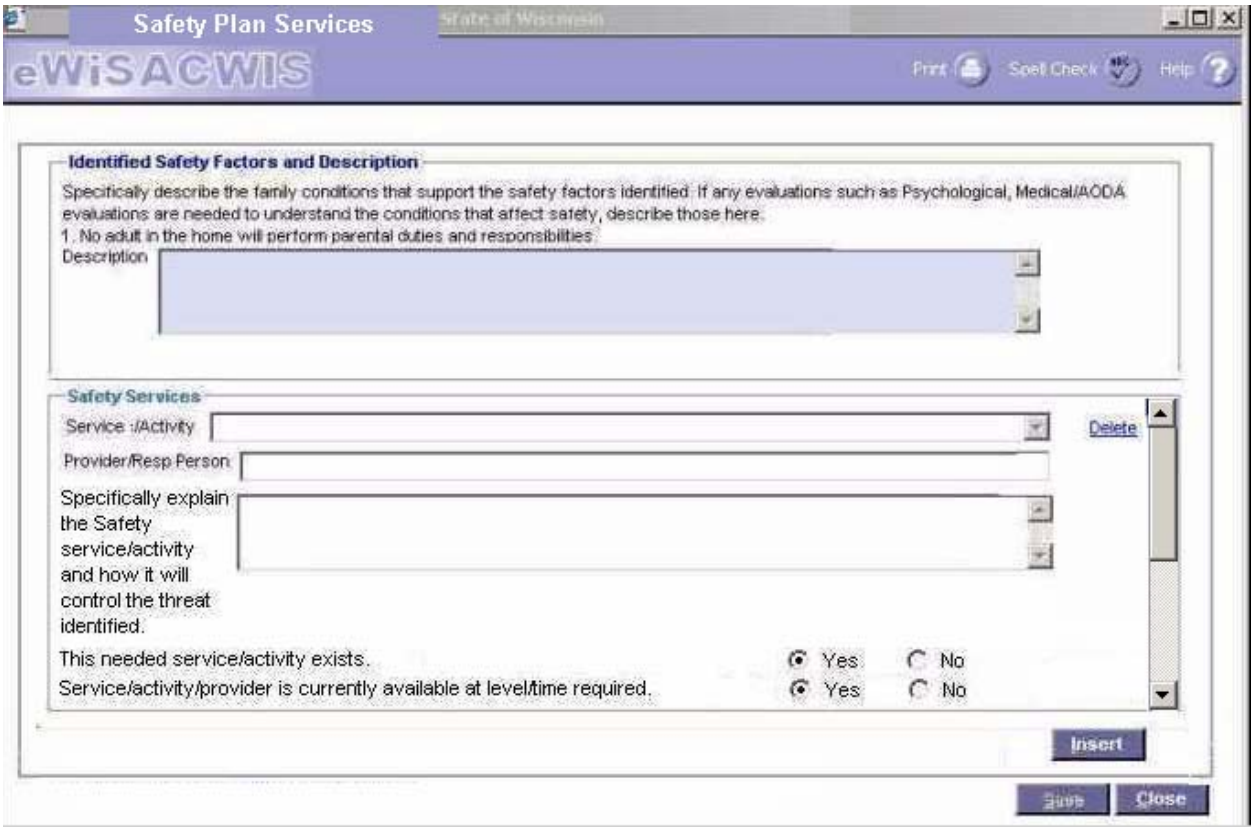
Background Processing:

- If all four questions located in the Analysis group box are answered "Yes" – then the application will display the following alert: You have answered Yes to all of the analysis questions. In-Home services will work for this family. Please proceed to develop services for the In-Home Safety Plan. Please select Yes to add Services at this time. Select No to continue.
- If any of the four questions located in the Analysis group box are answered "No" – then the application will display the following alert: You have answered No to one or more of the analysis questions. In-Home services will not work for this family. Please create an Out-of-Home Safety Plan
- As the users answer the questions in the Analysis group box the system must keep track of those 'yes' responses and when all four are answer and the responses are all equal to yes then throw the "Yes" alert. The user is not required to answer the question is a specific order and they may go from tab to tab therefore the system must track behind the scenes as each of them are answered.

Save Processing:

- On the initial save of the base page, a Safety Assessment & Planning record is created in the db and outliner and linked to the Family Assessment & Case Plan, Case Progress Evaluation, or Initial Assessment Primary Caregiver.
- In the event the Safety Assessment and Planning was created from Create>CaseWork upon save the Safety Assessment Planning tables will create the necessary row for the unique Safety Assessment and Planning Page.

New Online Page: Safety Plan Services



Safety Plan Services Pop-Up Overview

The Safety Plan Services pop-up page allows the user to select services and provider of services to control the individual identified safety factors. The pop up page consists of two group boxes labeled “Identified Safety Factors and Descriptions” and “Safety Services”.

The Identified Safety Factors pre-fill from the Safety Threats questions answered with a “Yes”. The user will describe the family conditions that support the identified safety factors in the Description field.

The Safety Services group box contains the following fields: Service/Activity (dropdown field); Provider/Responsible Person field; and a field for explaining the safety service/activity and how it will control the safety factors.

In addition, there are two fields contained within the safety services group box labeled as follows: “This needed service/activity exists” with a ‘Yes’ and ‘No’ radio button and “Service/activity/provider is currently available at level/time required” with a ‘Yes’ and ‘No’ Radio Button.

Safety Plan Services Pop-up Information

Box:	Identified Safety Factors and Descriptions	
Fields:	1. No adult in the home will perform parental duties and responsibilities.	All Safety Threat questions that have been answered yes from the Safety Assessment Tab will populate on this page and the Description field becomes enabled and required. The number of questions that populate to the Description of Safety Threats tab will dynamic based on yes/no responses. The screen shot is an example to illustrate the layout. Upon Save, the associated Safety Assessment & Planning record is updated with the Safety Threat answers. Saves to new Safety Assessment and Planning tables.
	Description:	All Safety Threat questions that have been answered yes from the Safety Assessment Tab will populate on this page and the Description field becomes enabled and required. Standard Doc_Narrative field. Upon Save, the associated Safety Assessment & Planning Description is create/updated. Saves to new Safety Assessment and Planning tables.
	Service/Activity:	User selected drop down; Read only Service/Activity, derived from the Safety_Plan_Services table. (40 character limit) Alternate Care Services AODA Assessment AODA Treatment Basic Home Management Case Management Services Counseling Economic Support Educational Assessment/Services Daycare Developmental Assessment Family Interaction Housing Assistance Independent Living Juvenile Justice Services/Activities Medical/Dental Services

		Mental Health Assessment Mental Health Treatment Parenting Services Probation & Parole Services Recreational Activities Respite Social/Emotional Support Specialized Medical/Care Services Transportation
	Provider/Responsible Person	User entered text field to document the name of the Provider/Responsible Person, saved to the new Safety Service Plan details table. Enabled prior to approval and required. 80 character limit. When the user selected a safety in the dropdown then the row becomes required.
	Specifically explain the Safety Service Activity and how it will control the threat identified:	User entered comments field, not required, enabled prior to approval. Standard Doc_Narrative field.
	This needed service/activity exists.	Yes, No radio button select (default to unselected) and will be required when a service has been added for the Safety Threat identified.
	Service/Activity/Provider is currently available at level/time required.	Yes, No radio button select (default to unselected) and will be required when a service has been added for the Safety Threat identified.
Buttons:	Insert	Standard insert button; user selected to insert a new row within the Safety Service Group Box. The can be multiple Safety Services identified for each of the identified Safety Threats.
	Delete	Link that allows the user to delete the entered row. The user will be asked to confirm before the system will delete.
	Save	Standard Save Processing
	Close	Standard Close Processing

Background Processing:

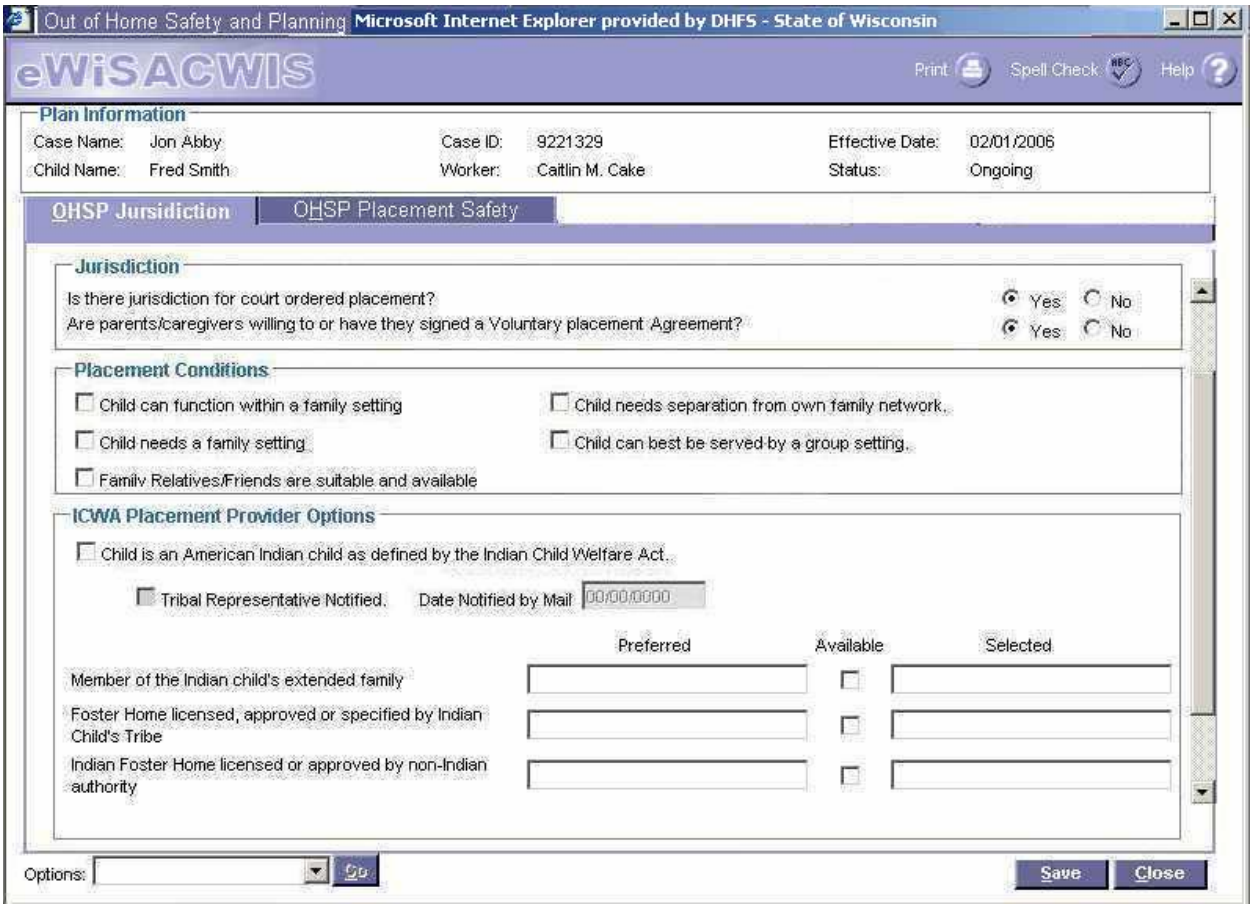
- The user can add more than one service by clicking the Insert button in the Safety Services group box. Clicking this button inserts an additional new record for the user.
- The user can delete a service by selecting the 'Delete' hyperlink associated with a service. When the hyperlink is selected, the following message appears: **"Are you sure you want to delete currently selected information?"** If the user clicks Yes, the record is deleted. If the user clicks No, the user is returned to the Safety Services tab, and the record is not deleted.

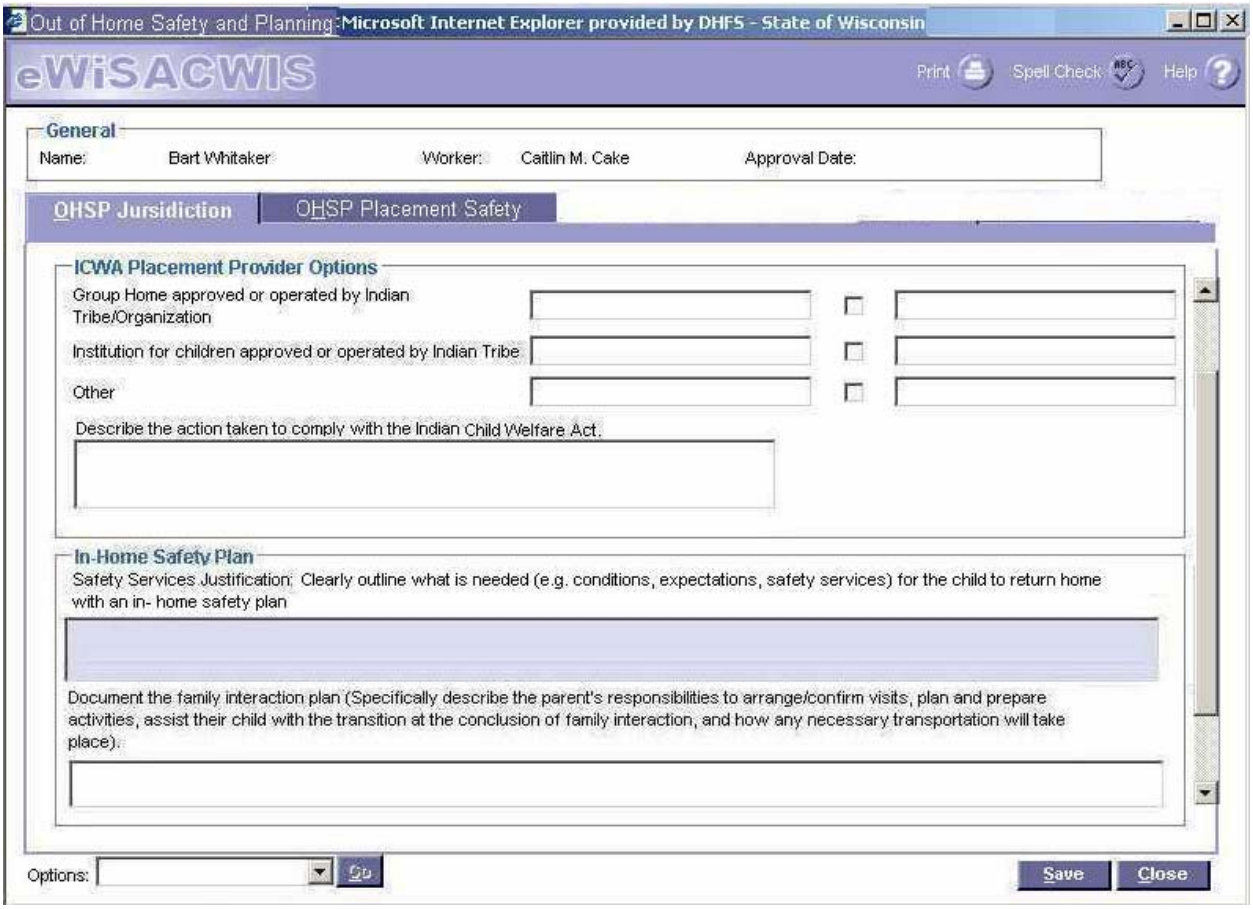
- Once the user selects a service/activity, the 'Provider/Responsible Person' and the 'Specifically explain …' fields are required to be completed. If the user attempts to save the page without entering a 'Provider/Responsible Person' and/or the 'Specifically explain …' the following message is displayed: "**Please enter data in the fields which are highlighted – Provider/Resp person"** for missing 'Provider/Responsible Person' and "**Please enter data in the fields which are highlighted – Specifically explain…"** for the missing 'Specifically explain …
- The Provider/Responsible Person becomes enabled when the user selected a safety service in the dropdown then the row becomes required.

Save Processing:

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Save Processing will save the information entered on the Safety Plan Services page to the newly created Safety Assessment and Planning tables.
- The Provider/Responsible Person that is user entered will be save to the new Safety Service Plan details table.

New online page: Out of Home Safety and Planning





Out of Home Safety and Planning Page Overview

Page Navigation

The Out of Home Safety and Planning page is created by selecting Create > Case Work from the menu bar, selecting the Out of Home Safety and Planning option in the Planning field, selecting the Case Name in the Cases group box, selecting the Case Participant in the Case Participants group box, and then clicking the Create button. Once created, the page can be opened by accessing the appropriate case on the Cases outliner, clicking on the case icon, clicking on the Planning Icon, and clicking on the appropriate Out of Home Safety and Planning hyperlink.

Page Summary

The Out of Home Safety and Planning page consists of a Header group box, two tabs, and two pop-up pages. The two tabs are labeled OHSP Jurisdiction and OHSP Placement Safety.
The two pop-up pages are labeled Search Provider Organization and Terminate Plan. The Header group box labeled Plan Information contains the Case Name, Child Name, Worker Name, Case ID, Effective Date, and Status. The Effective Date is the date the plan receives supervisory approval, and is the only field not pre-filled once the plan is created. This field pre-fills upon supervisory approval.

This page documents: the reasons for jurisdiction, placement conditions, whether the case participant is an American Indian child (if so, the ICWA Placement Provider Options group box on the Placement tab must be completed), general placement information, placement provider knowledge and skills, and the safety of the placement. A provider can be searched for and pre-filled onto the OHSP Placement Safety tab by selecting the Search hyperlink, and then searching and selecting a provider off of the Search Provider Organization pop-up page. The name and address of the provider will then be pre-filled into the appropriate fields on the OHSP Placement Safety tab.

If the worker attempts to create a new Out of Home Safety and Planning when an 'ongoing' plan already exists from Create Case Work > Planning > Out of Home Safety and Planning, an edit message will be displayed informing the user that if s/he proceeds, the current 'ongoing' plan will become 'historical' and s/he will be creating a new Out of Home Safety and Planning. Information from the previous Out of Home Safety and Planning page will be copied over to the new plan. Workers will need to view and or access the historical, pending or current ongoing Out of Home Safety and Planning (i.e., once created) via the Cases outliner.

The Out of Home Safety and Planning text template will be generated from the Out of Home Safety and Planning page by selecting the Out of Home Safety and planning option in the Options dropdown field on the OHSP Jurisdiction tab as well as the OHSP Placement Safety tab and then clicking the Go button. Information pre-fill directly from the Out of Home Safety and Planning page onto the template. There are no user entered fields on the template. The worker can also access the ICWA Notification Letter, if applicable, from the Options dropdown field on the OHSP Jurisdiction tab as well as the OHSP Placement Safety Placement tab.

There are five plan status values for the Out of Home Safety and Planning: *Pending* (once a plan is created and prior to supervisory approval); *Ongoing* (Once a plan is approved by a supervisor); *Historical* (Once a user creates a new plan via Create Casework > Planning > Out of Home Safety and Planning when an 'ongoing' plan exists); *Terminated* (When a plan is specifically terminated by the user selecting Terminate Plan and entering a reason for termination.); and *Not Approved* (When a worker or supervisor selects 'Not Approve' on a plan during the approval process).

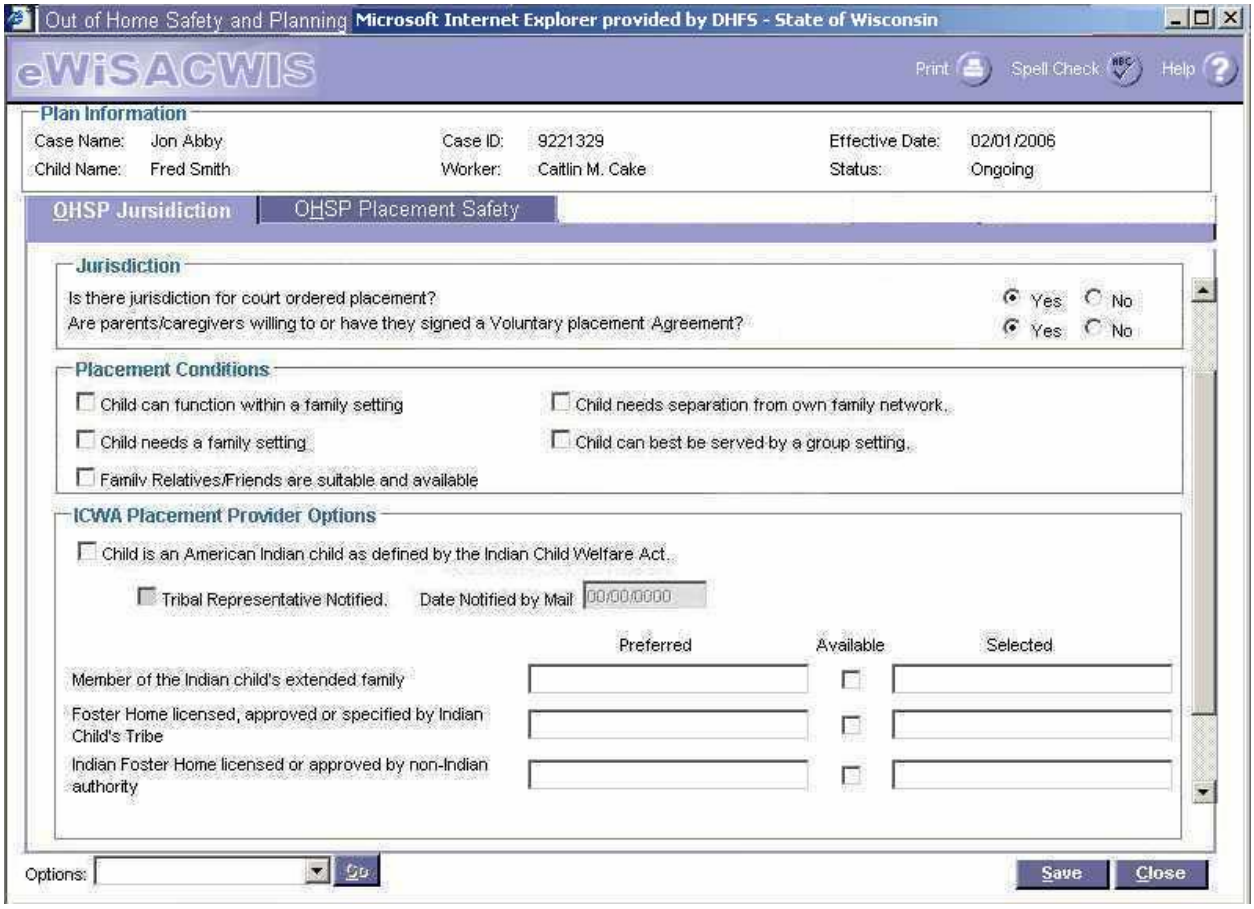
The Approval process for the page is launched from the Options drop down located under the OHSP Jurisdiction tab. The template should be launched from the Options drop down located under both tabs.

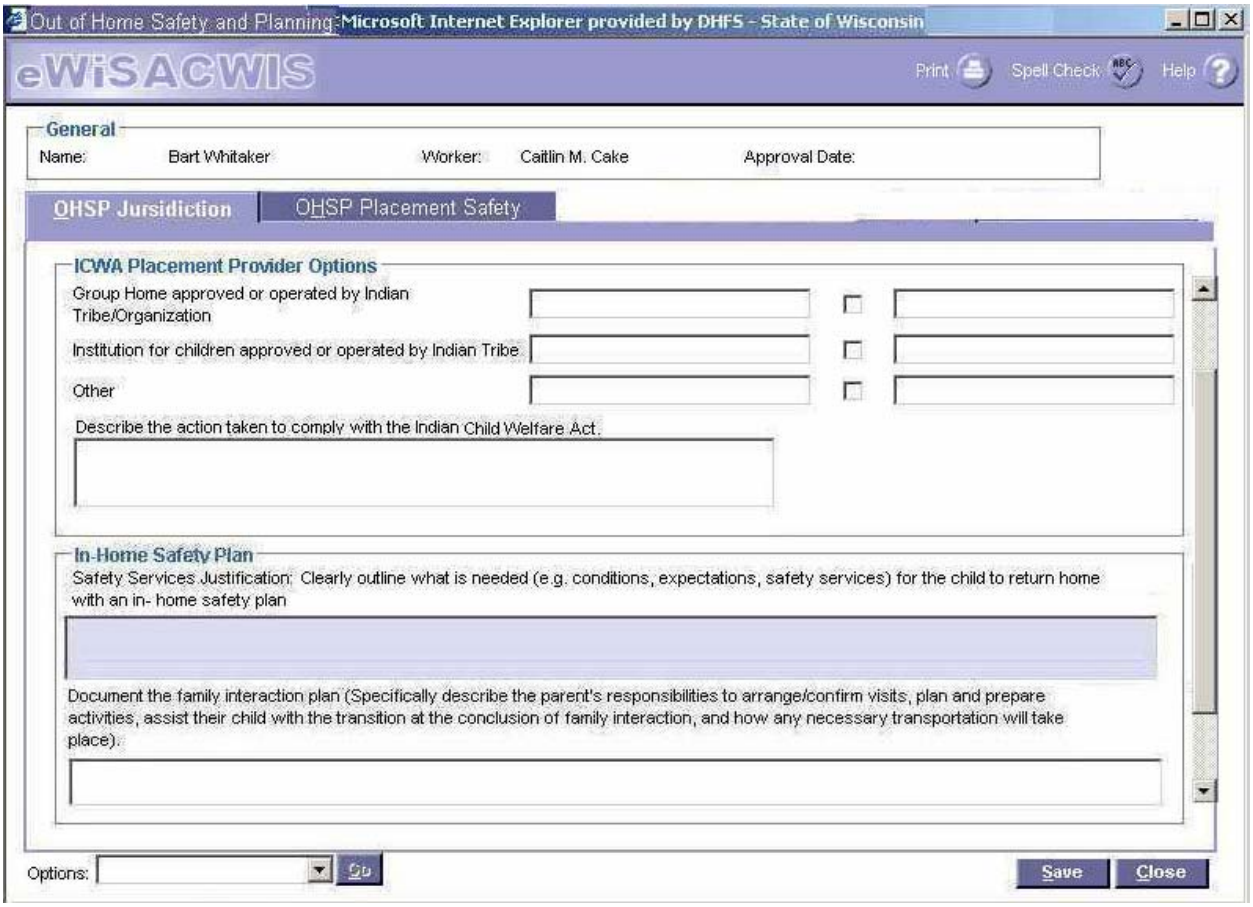
Out of Home Safety and Planning Page Information

Box:	Plan Information	
Fields:	Case Name	The name of the case; system derived from the Case table. Read only text.
	Case ID	The Case ID is system derived from the Case table. Read only text.
	Child Name	The name of the case participant; system derived

	from the Case Part table. Read only text.
Worker Name	Name of the worker who created the Out of Home Safety Plan; system derived from the New Out of Home Safety table. Read only text.
Status	Status of the Plan; system derived from the New Out of Home Safety table. Read only text.
Effective Date	Date the Out of Home Safety and Planning received supervisory approval; Read only text.

OHSP Jurisdiction Tab





OHSP Jurisdiction Tab Overview

The OHSP Jurisdiction tab is the default tab on the Out of Home Safety and Planning page, and consists of three group boxes titled Jurisdiction, Placement Conditions, and ICWA Placement Provider Options. (Note: This is a new change. It is accomplished by bringing over the 'ICWA Placement Provider Options' group box from the current Placement tab and thus increased the number of group boxes from two to three. The change required having a scroll bar on the tab). The Jurisdiction group box contains the following fields: a 'Yes/No' radio button labeled "Is there jurisdiction for court ordered placement" and a 'Yes/No' radio button labeled "Are parents/Caregivers willing to or have they signed a voluntary placement agreement?" If a 'No' radio button is selected for both of the above two questions, upon saving the page, a pop-up message will be displayed for the user informing him/her to discontinue the Out-of-Home Safety Planning process. (Note: The change here is that the word Caregivers is added to the second question).

The Placement Conditions group box contains five checkboxes labeled as follows: "Child can function within a family setting"; "Child needs a family setting"; "Family relative/friends are suitable and available"; "Child needs separation from own family network"; and "Child can best be served by a group setting". (Note: The change here is that the two existing questions dealing with ICWA have been moved to the ICWA Placement Provider Options group box where they properly fit the subject matter).

The ICWA Placement Provider Options group box contains two checkboxes. These are: “Child is an American Indian child as defined by the Indian Child Welfare Act”; and “Tribal Representative Notified”. In addition, there is a Date field labeled “Date Notified by Mail”.

If the “Child is an American Indian child as defined by the Indian Child Welfare Act” checkbox is selected, the Checkbox labeled “Tribal Representative Notified” and the “Date Notified by Mail” date field will be enabled for the worker to check and enter the date. Also, when the “Child is an American Indian child as defined by the Indian Child Welfare Act” checkbox is selected, a pop-up message displays, telling the worker to **“Proceed to complete all the rest of the questions.”**

If the “Child is an American Indian child as defined by the Indian Child Welfare Act” checkbox is not selected, the Checkbox labeled “Tribal Representative Notified” and Date field labeled “Date Notified by Mail” will remain disabled.

Please note that the rest of ICWA Placement Provider Options Group Box five questions and the associated functionalities, including background processing should continue to work as they currently do. These questions and their functionality is discussed below.

In accordance with the Indian Child Welfare Act, the child must be placed in the least intrusive/restrictive setting available, and the setting must be able to meet the child's needs. The following list of five settings is arranged from the least to most intrusive. The worker begins with the least intrusive, considering each question until a setting is selected. The five questions are as follows: “Member of the Indian child's extended family”; “Foster home licensed, approved or specified by Indian Child's tribe”; “Indian foster home licensed or approved by a non-Indian authority”; “Group home approved or operated by Indian Tribe/Organization”; “Institution for children approved or operated by Indian Tribe”; and “Other.”

Each of the above questions have the following three corresponding fields: A user-entered text field labeled “Preferred,” a checkbox labeled “Available,” and a user-entered text field labeled “Selected.”

At the end of the five questions, there is user-entered text field labeled “Describe the action taken to comply with the Indian Child Welfare Act”.

In the Options dropdown field, the worker has the option of selecting “Out of Home Safety and Planning” text template. Selecting the Out of Home Safety Plan item and then clicking the Go button will display the Out of Home Safety and Planning text template. Information is pre-filled onto the Out of Home Safety and Planning text template in the appropriate fields.

The In-Home Safety Plan group box is added to the tab with two individual user-entered text fields. Theses are: “Safety Services Justification; Clearly outline what is needed (e.g. conditions, expectations, safety services) for the child to return home with an in-home safety plan”; and another instructing the user to document the family interaction plan. The wording is : “Document the family interaction plan (specifically describe the parents responsibilities to arrange/confirm

visits, plan and prepare activities, assist their child with the transition at the conclusion of family interaction, and how any necessary transportation will take place)." The texts are used as labels for their respective user-entered text fields.

The Approval process for the Out of Home Safety and planning page functions follows standard approval processing. The worker or supervisor will select the Approval option in the Options dropdown field and then click the Go button, which launches the Approval History page. Once the Out of Home Safety and Planning has received supervisory approval (has a status of Ongoing), the worker or supervisor can terminate the plan by selecting the Terminate option in the Options dropdown field and then clicking the Go button, which launches the Terminate Plan pop-up page.

OHSP Jurisdiction Tab Information

Box:	Jurisdiction	
Fields:	Is there Jurisdiction for court ordered placement?	User-selected radio button with 'Yes/No' values or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to 'Yes'.
	Are Parents/caregivers willing to or have they signed Voluntary Placement Agreement?	User-selected radio button with 'Yes/No' values or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to 'Yes'.

Box:	Placement Conditions	
Fields:	Child can function within a family setting	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked.
	Child needs a family setting	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked.
	Family relative/friends are suitable and available	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked.
	Child needs separation from own family network	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked.

	Child can best be served by a group setting	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked.
Box:	ICWA Placement Provider Options	
Fields:	Child is an American Indian child as defined by the Indian Child Welfare Act	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User editable; required and defaults to not checked. If and when this checkbox is selected, the user will be prompted to complete the rest of the group box. The Tribal Representative checkbox will be editable and the Date Notified by Mail field will be enabled. If the checkbox is not selected, the two mentioned fields will not be enabled. (Note: This is the same functionality as currently exist).
	Tribal Representative Notified	User-selected checkbox or system derived from the New Out of Home Safety table when copied from a previous plan. User-editable only if the 'Child is an American Indian Child as Defined by the Indian Child Welfare Act' checkbox is selected. When so, it is rendered a required checkbox; otherwise defaults to 'not checked' setting.
	Date Notified by mail	User-entered Date when the notification was sent or system derived from the New Out of Home Safety table when copied from a previous plan. User-editable only if the 'Child is an American Indian Child as Defined by the Indian Child Welfare Act' checkbox is selected. When so, it is enabled; otherwise disabled.
	Member of the Indian child's extended family	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User editable.
	Foster Home licensed, approved or specified by Indian Child's Tribe	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User

		editable; not required.
	Indian Foster Home licensed or approved by non-Indian authority	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User editable; not required.
	Group Home approved or operated by Indian Tribe/Organization	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User editable; not required.
	Institution for children approved or operated by Indian Tribe	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User editable; not required.
	Other	User will enter the names of the Preferred member and check the 'Available' checkbox if the member is available; and will document the Name of the Person selected. System derived from the New Out of Home Safety table. User editable; not required.
	Preferred	User-entered text field documenting the Name of the preferred member or system derived from the New Out of Home Safety table. User editable; not required.
	Availability	User-entered text field documenting the Name of the preferred member or system derived from the New Out of Home Safety table. User editable; not required.
	Selected	User-entered text field documenting the Name of the preferred member or system derived from the New Out of Home Safety table. User editable; not required.
Box:	In-Home Safety Plan	
Fields:	Safety Services – Clearly outline what is needed (e.g. conditions, expectations, safety services) for the child to return home with an in-home safety plan	User-entered text field describing the safety Services Justification. Standard Doc Narrative character limit.
	Document the family interaction plan (specifically describe the parents responsibilities to arrange/confirm	User-entered text field describing the family interaction plan. Standard Doc Narrative character limit.

	visits, plan and prepare activities, assist their child with the transition at the conclusion of family interaction, and how any necessary transportation will take place).	
Buttons:	Save	Standard Save Processing
	Close	Standard Close Process

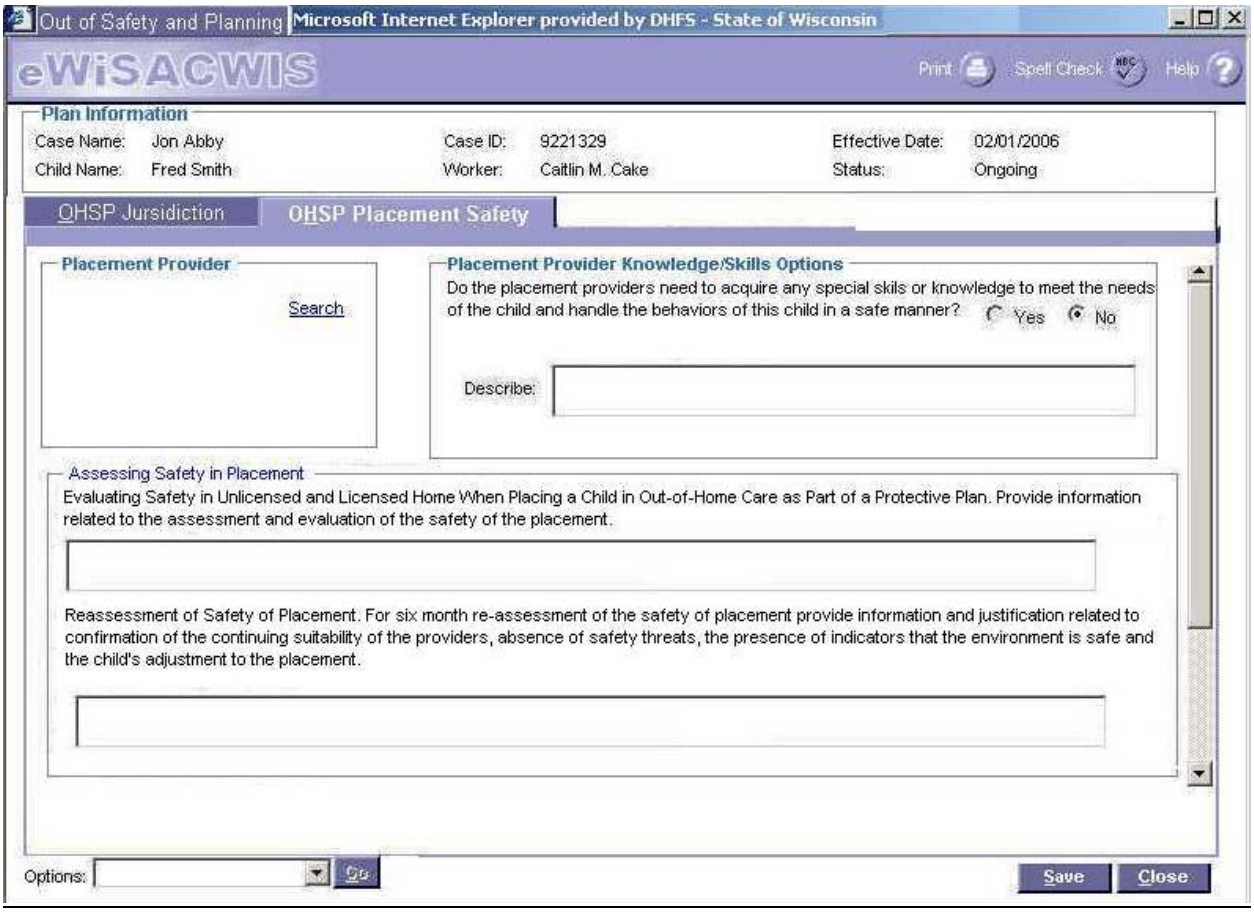
Background Processing

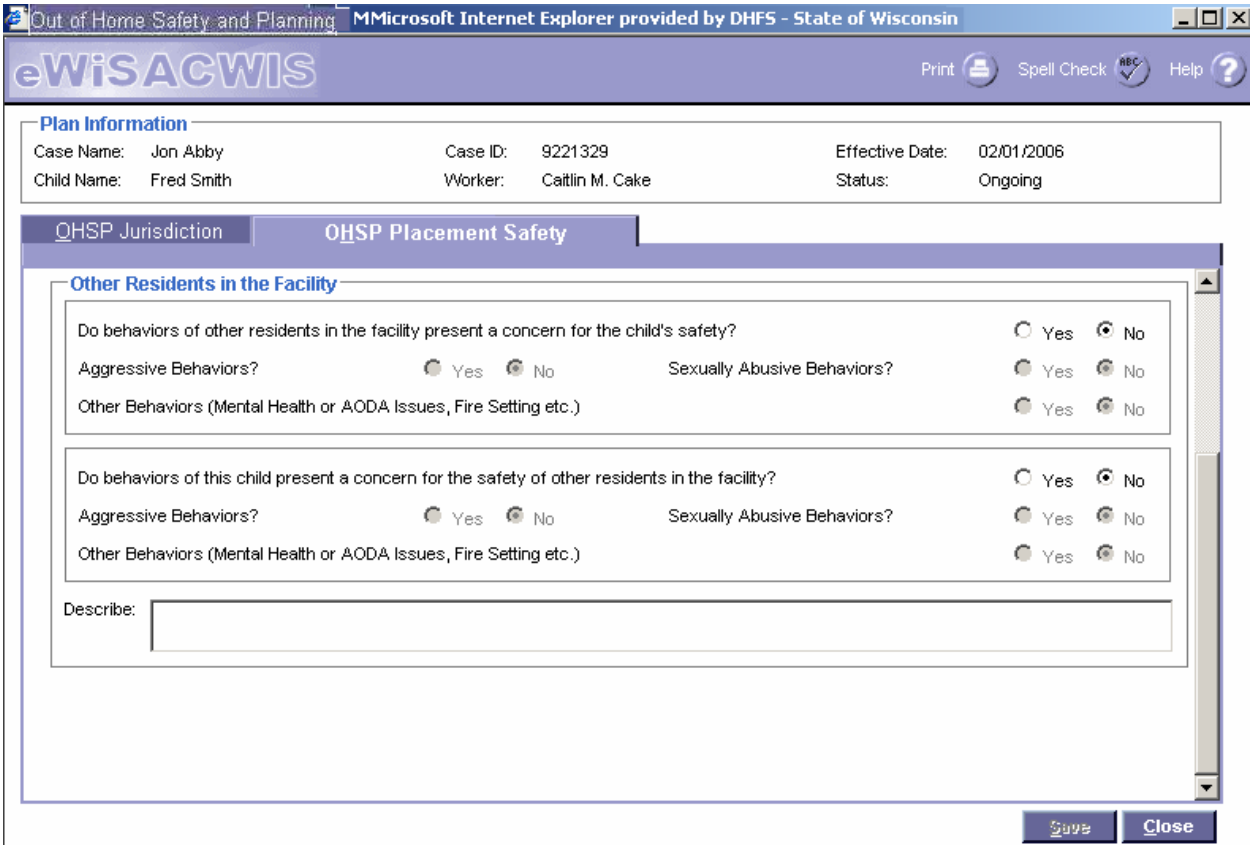
- If a 'No' radio button is selected for BOTH of the two questions ("Is there jurisdiction for court ordered placement" and "Are parents/caregivers willing to or have they signed a voluntary placement agreement"), a pop-up edit message will be displayed upon saving the page for the user informing him/her to discontinue the Out-of-Home Safety Planning process. The message will read as follows: **"If you answered NO to BOTH of the above questions, there is no jurisdiction to place the child and the out-of-home safety planning process should be discontinued."**
- If the checkbox is checked for "Child is an American Indian child as defined by the Indian Child Welfare Act," a pop-up edit message will be displayed for the user informing him/her to complete the Placement Provider options on the Placement Tab. The message will read as follows: **"Proceed to complete all the rest of the questions."**
- Selecting the "Child is an American Indian child as defined by the Indian Child Welfare Act," checkbox will also enable the 'Tribal Representative Notified' checkbox and the 'Date Notified by mail' date field. The Date field is not a required field.
- All checkboxes are required fields and default to not checked.
- In the ICWA Placement Provider Options group box, the user will enter the name of the person who is preferred and name of the person who is selected. If the person is available, then the worker will check the Available checkbox.
- Both radio buttons in the Jurisdiction group box will default to 'Yes.'
- The Date Notified by Mail field accepts past, present, and future dates.

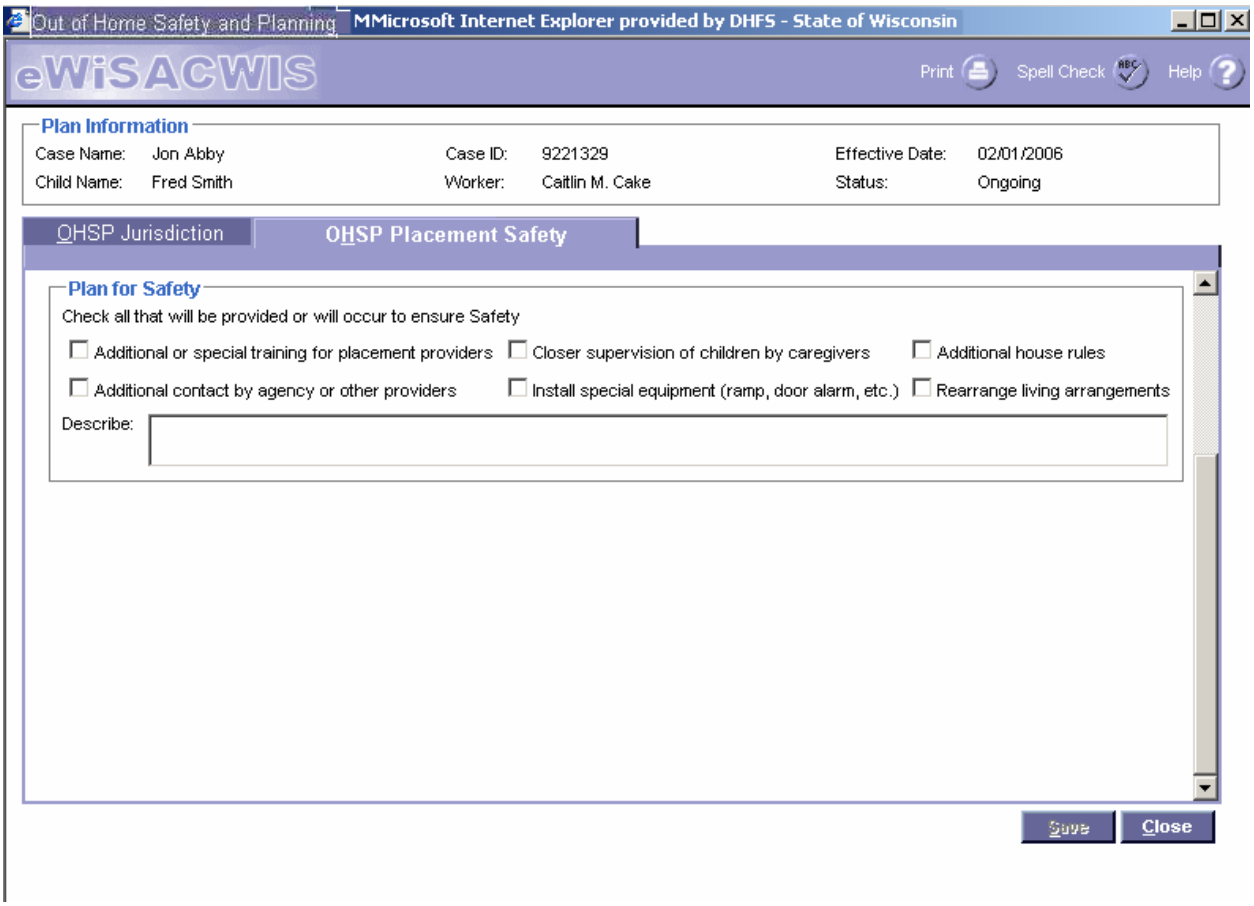
Save Processing

- Save Processing is initiated by clicking on the Save button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Upon selecting the Save button, information from this page is saved.

OHSP Placement Safety Tab




Out of Home Safety and Planning
MMicrosoft Internet Explorer provided by DHFS - State of Wisconsin
eWiSACWIS
Print
Spell Check
Help
Plan Information
Case Name: Jon Abby
Case ID: 9221329
Effective Date: 02/01/2006
Child Name: Fred Smith
Worker: Caitlin M. Cake
Status: Ongoing
OHSP Jurisdiction
OHSP Placement Safety
Other Residents in the Facility
Do behaviors of other residents in the facility present a concern for the child's safety? Yes No
Aggressive Behaviors? Yes No
Sexually Abusive Behaviors? Yes No
Other Behaviors (Mental Health or AODA Issues, Fire Setting etc.) Yes No
Do behaviors of this child present a concern for the safety of other residents in the facility? Yes No
Aggressive Behaviors? Yes No
Sexually Abusive Behaviors? Yes No
Other Behaviors (Mental Health or AODA Issues, Fire Setting etc.) Yes No
Describe:
Save
Close



OHSP Placement Safety Tab Overview

The OHSP Placement Safety tab was created anew by combining group boxes and information from the existing three tabs structure of the Out of Home Safety Plan. It is the second tab on the Out of Home Safety and Planning page, and consists of five group boxes, (four taken and moved around from the existing plan and one new added). These are: Placement Provider (Note: The change here is that the group box's name is changed from general Information to Placement provider and address labels have been removed); Placement Provider Knowledge/Skills Options, Assessing Safety in Placement (Note: This is the new group box added); Other Residents in the Facility, and Plan for Safety.

The Placement provider group box pre-fills the Provider name and address from the system when the worker accesses the Search Provider Organization page via the Search hyperlink and selects the provider off of the search page. The address consists of name, the provider address, City, State, and Zip Code. The Search hyperlink changes to a Remove hyperlink once the address is pre-filled. (See screen shot below for formatting representation.)

The Placement Provider Knowledge/Skills group box contains a question labeled "Do the placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of the child in a safe manner?" with a 'Yes/No' radio button and a user-entered text field labeled "Describe."

The Assessing Safety in Placement group box contains a user-entered field for the user to describe the assessment conducted as far as the safety of the placement is concerned.

The Placement Provider Knowledge/Skills group box; the Other Residents in Facility group box; and the Plan for Safety group box continue to function exactly as they currently do. No change is introduced in terms of detailed tab information as well as background processing.

The Other Residents in Facility group box contains two questions labeled "Do behaviors of other residents in the facility present a concern for the child's safety?" and "Do behaviors of this child present a concern for the safety of other residents in the facility?" Each question has an associated "Yes/No" radio button. If the 'Yes' radio button is selected for "Do behaviors of other residents in the facility present a concern for the child's safety?", the following three questions will be enabled - each with a 'Yes/No' radio button: "Aggressive Behaviors?", Sexually Abusive Behaviors?", and "Other Behaviors (mental Health or AODA Issues, fire setting etc.)."

If the 'No' radio button is selected for "Do behaviors of other residents in the facility present a concern for the child's safety?", the above three questions' radio buttons will remain disabled.

If the 'Yes' radio button is selected for "Do behaviors of this child present a concern for the safety of other residents in the facility?", the following three questions will be enabled - each with a 'Yes/No' radio button: "Aggressive Behaviors?", Sexually Abusive Behaviors?", and "Other Behaviors (mental Health or AODA Issues, fire setting etc.,)." If the 'No' radio button is selected for "Do behaviors of this child present a concern for the safety of other residents in the facility?", the above three questions' radio buttons will remain disabled. There is also a text field labeled "Describe" in this group box, where the worker can describe the behaviors of the child and other residents, and how they affect safety.

The Plan for Safety group box contains the following statement "Check all that will be provided or will occur to ensure safety." This group box also contains six checkboxes as follows: "Additional or special training for placement providers"; "Additional contact by agency or other providers"; "Rearrange living arrangements"; "Closer supervision of children by caregivers"; "Additional house rules" and "Install special equipment (ramp, door alarm, etc.)." The group

box also contains a user-entered text field titled “Describe,” where the worker can document what will be provided or what will occur to ensure safety.

OHSP Placement Safety Tab Information

Box:	Placement Provider	
Fields:	Search Hyperlink	Name and address of the provider system derived from the new Out of Home Safety and Provider_Org tables. Read only text.
Box:	Assessing Safety in Placement	
Fields:	Evaluating Safety in Unlicensed and Licensed Home When Placing a Child in Out-of-Home Care as Part of a Protective Plan. Provide information related to the assessment and evaluation of the safety of the placement	User-entered text field for the user to describe the assessment and to Provide information related to the assessment and evaluation of the safety of the placement. Standard Doc Narrative character limit.
	Reassessment of Safety of Placement. For six month re-assessment of the safety of placement provide information and justification related to confirmation of the continuing suitability of the providers, absence of safety threats, the presence of indicators that the environment is safe and the child's adjustment to the placement.	User-entered text field for the user to describe the For the six month re-assessment of the safety of placement provide information and justification. Standard Doc Narrative character limit.
Box:	Placement Provider Knowledge/Skill	
Fields:	Do the Placement providers need to acquire any special skills or knowledge to meet the needs of the child and handle the behaviors of the child in a safe manner?	User-selected radio button with ‘Yes/No’ values or system derived from the new Out of Home Safety and Planning table; User-editable; required; defaults to ‘No’
	Describe	User-entered text field documenting the Description or system derived from the Doc Narrative table. User-Editable; not required; Can accept up to 32000 characters.
Box:	Other Residents in the Facility	
Fields:	Do behaviors of other residents in the facility present a concern for the	User-selected radio button with ‘Yes/No’ values or system derived from the new Out of Home

child's safety?	Safety and Planning table; User-editable; required; defaults to 'No' . If the 'Yes" radio button is selected, the three radio buttons below it will be enabled. If the 'No" radio button is selected, the three radio buttons below it will be enabled. If the 'No" radio button is selected, the three radio buttons below it will be disabled.
Aggressive Behaviors?	User-selected radio button with 'Yes/No' values or system derived from the New Out of Safety and Planning table; User-editable; required; defaults to 'No' . If the 'Yes' radio button is selected, for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be enabled. If the 'No' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be disabled.
Sexually Abusive Behaviors?	User-selected radio button with 'Yes/No' Values or system derived from the New Out Home Safety and Planning Plan table. User-editable; required; defaults to 'No'. If the 'Yes' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be enabled. If the 'No' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be disabled.
Other Behaviors (Mental Health or AODA Issues, Fire Setting etc.)	User-selected radio button with 'Yes/No' Values or system derived from the New Out Home Safety and Planning Plan table. User-editable; required; defaults to 'No'. If the 'Yes' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be enabled. If the 'No' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be disabled.
Do behaviors of this child present a concern for the safety of other residents in the facility?	User-selected radio button with 'Yes/No' values or system derived from the New Out of Safety and Planning table; User-editable; required;

		defaults to 'No' . If the 'Yes" radio button is selected, the three radio buttons below it will be enabled. If the 'No" radio button is selected, the three radio buttons below it will be enabled. If the 'No" radio button is selected, the three radio buttons below it will be disabled.
	Aggressive Behaviors?	User-selected radio button with 'Yes/No' values or system derived from the New Out of Safety and Planning table; User-editable; required; defaults to 'No' . If the 'Yes' radio button is selected, for the question "Do behaviors of the child present a concern for the child's safety?", this radio button will be enabled. If the 'No' radio button is selected for the question "Do behaviors of this child present a concern for the child's safety?", this radio button will be disabled.
	Other Behaviors (Mental Health or AODA Issues, Fire Setting etc.)	User-selected radio button with 'Yes/No' values or system derived from the New Out of Safety and Planning table; User-editable; required; defaults to 'No' . If the 'Yes' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be enabled. If the 'No' radio button is selected for the question "Do behaviors of other residents in the facility present a concern for the child's safety?", this radio button will be disabled.
	Describe	User-entered text field documenting the Description or system derived from the Doc Narrative table. User-Editable; not required; Can accept up to 32000 characters.
Box:	Plan for Safety	
Fields:	Additional or special training for placement providers	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.
	Closer supervision of children by caregivers	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.
	Additional house rules	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.

	Additional contact by agency or other providers	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.
	Install special equipment (ramp, door alarm, etc.)	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.
	Rearrange living arrangements	User-selected checkbox or system derived from the New Out of Safety and Planning table; User-Editable; not required; defaults to not checked.
	Describe	User-entered text field documenting the Description or system derived from the Doc Narrative table. User-Editable; not required; Can accept up to 32000 characters.
Buttons:	Save	Standard Save Processing
	Close	Standard Close Processing

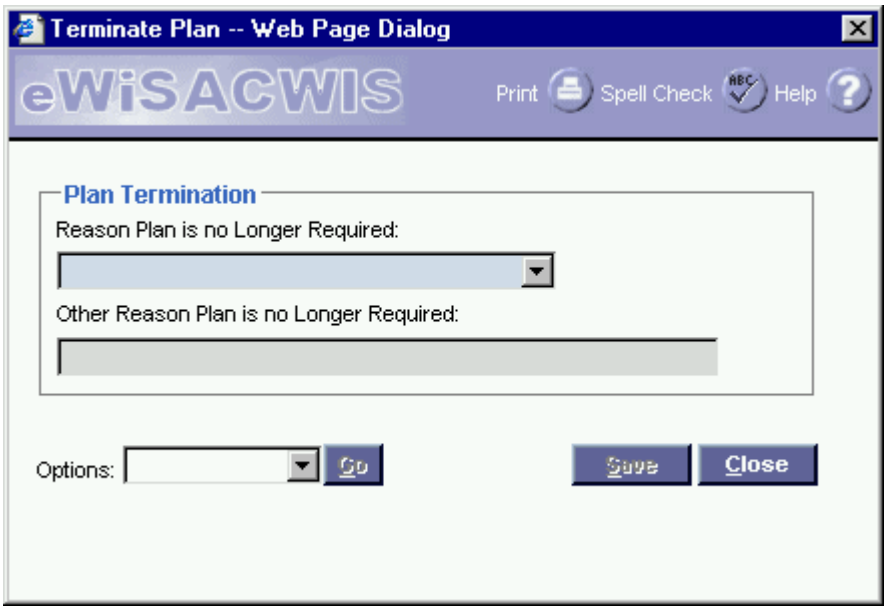
Background processing

- Provider Name and Address are pre-filled in the group box once the user accesses the Search Provider Organization pop-up page via the Search hyperlink. Once the Provider is pre-filled in the Placement tab, the Search hyperlink becomes a Remove hyperlink. Selecting the Remove hyperlink will remove the provider name and address from the Provider Name and Provider Address fields.
- Aggressive Behaviors, Sexually Abusive Behaviors, and Other Behaviors checkboxes are enabled only if the 'Do behaviors of other residents in the facility present a concern for the child's safety?' or 'Do behaviors of other residents in the facility present a concern for the child's facility?' checkboxes are selected by the worker.
- If the user does not select the 'Do behaviors of other residents in the facility present a concern for the child's safety?' or 'Do behaviors of other residents in the facility present a concern for the child's facility?' checkboxes, the checkboxes directly below those questions, labeled Aggressive Behaviors, Sexually Abusive Behaviors, and Other Behaviors will remain disabled in their respective group boxes.
- All checkboxes on this tab are required fields and default to not checked.
- All radio buttons on this tab are required and default to 'No.'
- None of the text fields on this page are required fields.

Save Processing

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- Upon selecting the Save button, the standard save processing occurs.

Terminate Plan



Terminate Plan Pop Up Overview

The Terminate Plan pop-up page is used to terminate an Out of Home Safety and Planning record. It is accessed by selecting the Terminate option from the Options dropdown field on the Jurisdiction tab of the Out of Home Safety and Planning page, and then clicking the Go button. The Terminate selection in the Options dropdown field will only be visible for Out of Home Safety and Planning record that can be terminated (i.e., Ongoing plans).

Upon activating this pop-up page, the user must select a reason that the Out of Home Safety and Planning record is no longer required. If the user selects a value of 'Other' from the "Reason Plan is no Longer Required" dropdown field, the "Other Reason Plan is no Longer Required" text field is enabled and required. If the user selects a value apart from 'Other' from the "Reason Plan is no Longer Required" dropdown field, the "Other Reason Plan is no Longer Required" text field is disabled and not required.

To receive approval for the Out of Home Safety and Planning termination, the user selects the Approval option in the Options dropdown field, and then clicks the Go button, which launches the Approval page. An Out-of-Home Safety Plan cannot be terminated unless supervisory approval for termination has been granted.

The termination of the plan cannot be "Not Approved" by either worker or supervisor. The "Not Approve" radio-button on the Approval History page for case termination is disabled. If the termination process was initiated by mistake it will be approved and a new plan will be created

Terminate Plan Pop Up Information

Box:	Plan Termination	
Fields:	Reason Plan is No Longer Required:	User select dropdown, user editable; required. If the "Other" value is selected the Other Reason Plan in No Longer Required text field is enabled.
	Other Reason Plan is No Longer Required:	User entered text field. Enabled and required if the "Other" value is selected from the Reason Plan in No Longer Required dropdown field. User editable when enabled.
Options:	Approval	Approval Processing. An Out of Home Safety and Planning cannot be terminated unless supervisory approval for termination has been granted. The termination of the plan cannot be "Not Approved" by either worker or supervisor. The "Not Approve" radio-button on the Approval History page for case termination is disabled. If the termination process was initiated by mistake it should be approved and a new plan will be created
Buttons:	Save	Standard Save Processing
	Close	Standard Close Processing

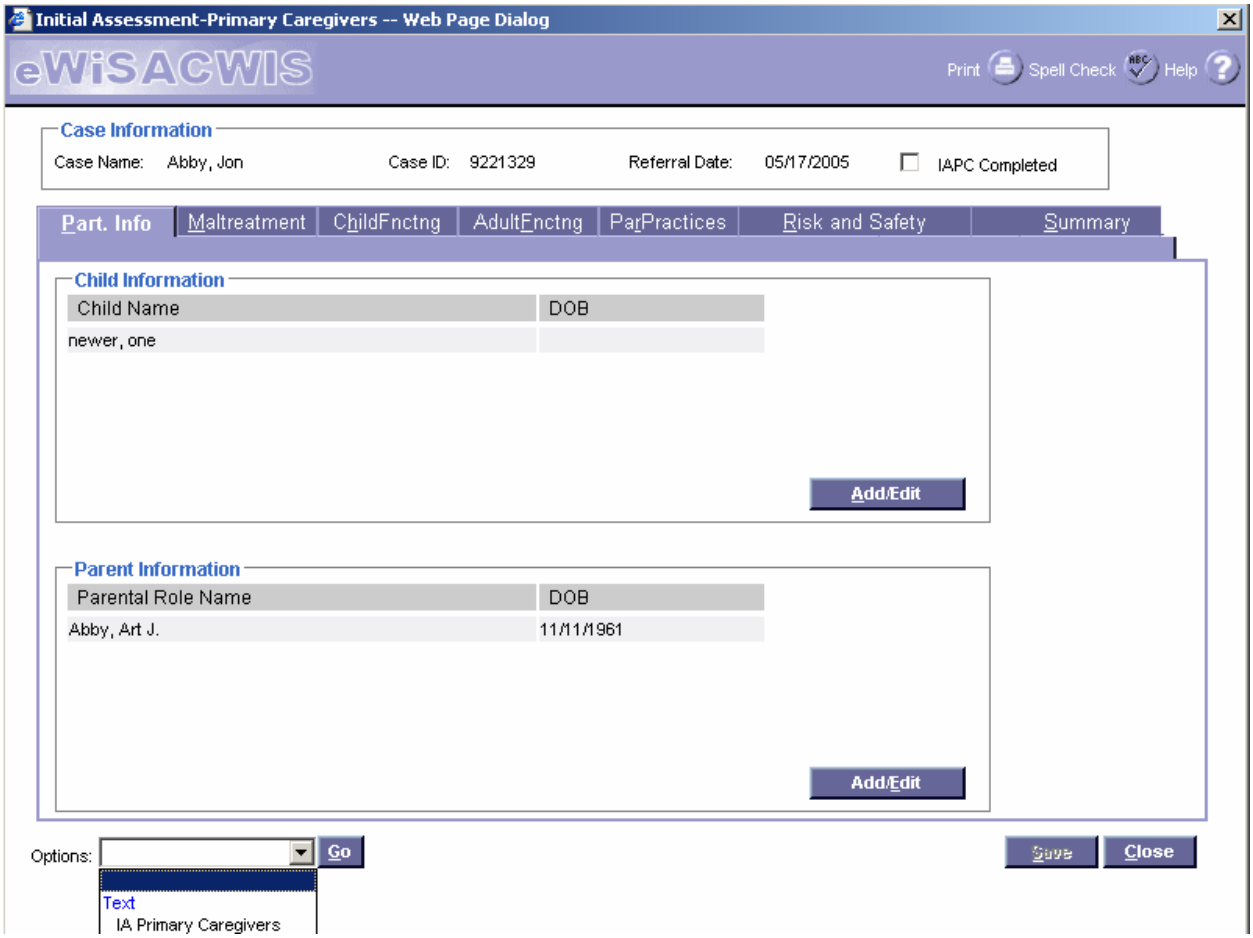
Background Processing:

- The user will select a reason for terminating the plan.
- If the user selects a value of 'Other' from the "Reason Plan is no Longer Required" dropdown field, the "Other Reason Plan is no Longer Required" text field is enabled and required.
- If the user selects a value other than 'Other' from the "Reason Plan is no Longer Required" dropdown field, the "Other Reason Plan is no Longer Required" text field is disabled and not required.
- If the worker attempts to save the page without answering required fields, an error message will display stating "Please enter data in fields which are highlighted."

Save Processing:

- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'
- An Out of Home Safety and Planning record cannot be terminated unless supervisory approval for termination has been granted.
- The termination of the plan cannot be "Not Approved" by either worker or supervisor. The "Not Approve" radio-button on the Approval History page for case termination is disabled. If the termination process was initiated by mistake it should be approved and a new plan should be created
- Upon selecting the Save button, the standard save processing occurs.

Online page: Initial Assessment - Primary Caregiver



Initial Assessment Primary Caregiver Page Overview

The Initial Assessment-Primary Caregivers page is accessed by selecting the Initial Assessment – Primary Caregivers option in the Options dropdown field on the Basic Tab of the Assessment page, and then by clicking on the Go button.

Initial Assessment Primary Caregiver Page Information

The Initial Assessment - Primary Caregivers page consists of the following seven tabs and a header group box: Part. Info. (Participant Information); Maltreatment; Child Fnctng (Child Functioning); Adult Fnctng (Adult Functioning) Par. Practices (Parenting Practices); Risk and Safety; and Summary. (Note: The number of tabs have been reduced from eight to seven by combining Risk Rating and Safety tabs into one and the existing Support Net tab name is changed to Summary. Please see the individual tab discussion for further information on the changes). In addition, the Initial Assessment-Primary Caregivers response page contains the

Case Participants/Collaterals pop-up page. The header, which is visible from all the individual tabs, contains basic case and report information. The user does not enter information into this header; it has already been captured from the associated PS Report(s) during the creation of the assessment. The Header group box contains the case name, which populates the Case Name field, the Case ID, the date of the referral, and the IAPC Completed checkbox.

The Part. Info. tab contains both Child and Parental Role information. The worker selects the Child(ren) and Parental Roles by selecting the Add/Edit command buttons respectively, and selecting whom the child/parental roles are from the displayed Case Participants/ Collaterals pop-up page.

Built into the Initial Assessment-Primary Caregiver's module is a consensus risk assessment model as well as a set of safety questions. Both of these instruments comprise the next four tabs. The Maltreatment tab gathers information about the maltreatment and its surrounding circumstances, and also forces the user to provide a rating for each of the Case Participants selected on the Part. Info. tab. To assist the worker in determining the appropriate ratings, the rating descriptions are contained under the Anchors expandos at the bottom of the tab. The safety questions listed on this tab for the worker to answer are safety questions pertaining to the actual maltreatment.

The Child Functioning tab describes each selected child's functioning and the effects of the maltreatment upon the child, as well as a place to rate the risk associated with the child as a result of the maltreatment. In addition, it contains the Child Functioning Safety questions, allowing the worker to answer a set of safety questions pertaining to the child(ren) selected on the Part. Info. tab. Likewise, the Adult Functioning tab describes each selected parent role's functioning and pertinent history as a child, as well as providing a place to rate the risk associated with the parent as a result of their functioning and prior history. In addition, it contains the Adult Functioning Safety questions, allowing the worker to answer a set of safety questions pertaining to the Parental Role(s) selected on the Part. Info. tab. To assist the worker in determining the appropriate ratings, the rating descriptions are contained under the Anchors expandos at the bottom of the tabs.

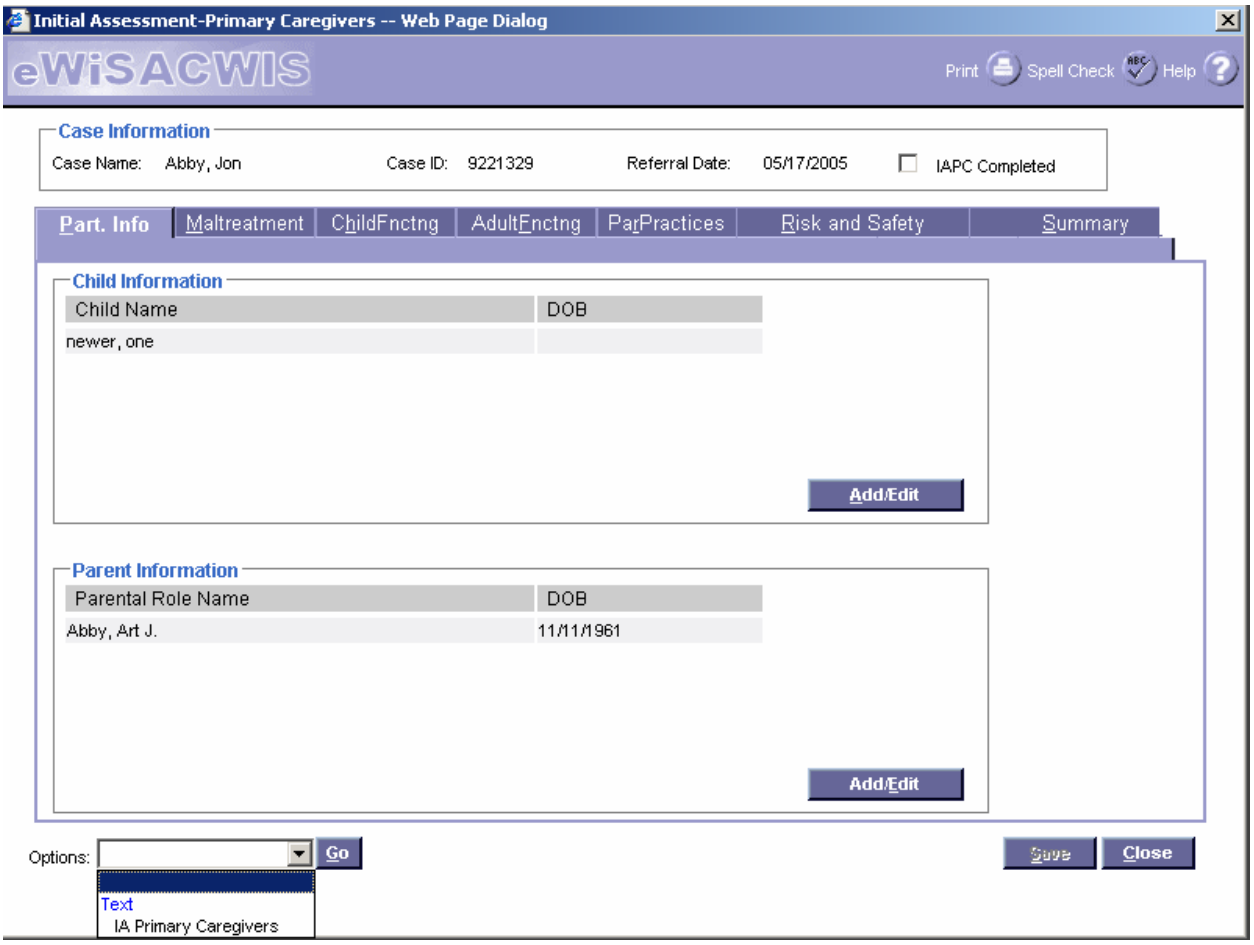
The Parenting Practices tab describes the parental role's disciplinary approaches, parenting practices and overall family functioning as well as provides a risk rating for each category. In addition, it contains the Parenting Practices Safety questions, allowing the worker to answer a set of safety questions pertaining to the Parental Role(s) selected on the Part. Info. tab. To assist the worker in determining the appropriate ratings, the rating descriptions are contained under the Anchors expandos at the bottom of the tab.

The Risk and Safety tab provides a summary of the ratings for the consensus risk assessment model (i.e., risk ratings from the Maltreatment, Child Fnctng.; Adult Fnctng; and Par. Practices tabs.) The system will display the highest rating in each category. In addition, the tab displays the system calculated overall level of risk. If the worker accessed and completed the Family Risk Assessment of Future Abuse/Neglect, the system will calculate the total score from the actuarial model and display it in the pertinent field on the Risk and Safety tab. In addition, the tab contains the system calculated determination of whether the child(ren) is/are safe/unsafe

based upon how the 17 Safety questions were answered on the four tabs containing Safety questions.

Lastly, the Summary tab contains information regarding the family's support network, additional comments and feedback, and correspondence documentation. The user has the ability to switch easily between these tabs by clicking on the name of each tab folder. Information pertaining to the final case disposition is also captured on this tab.

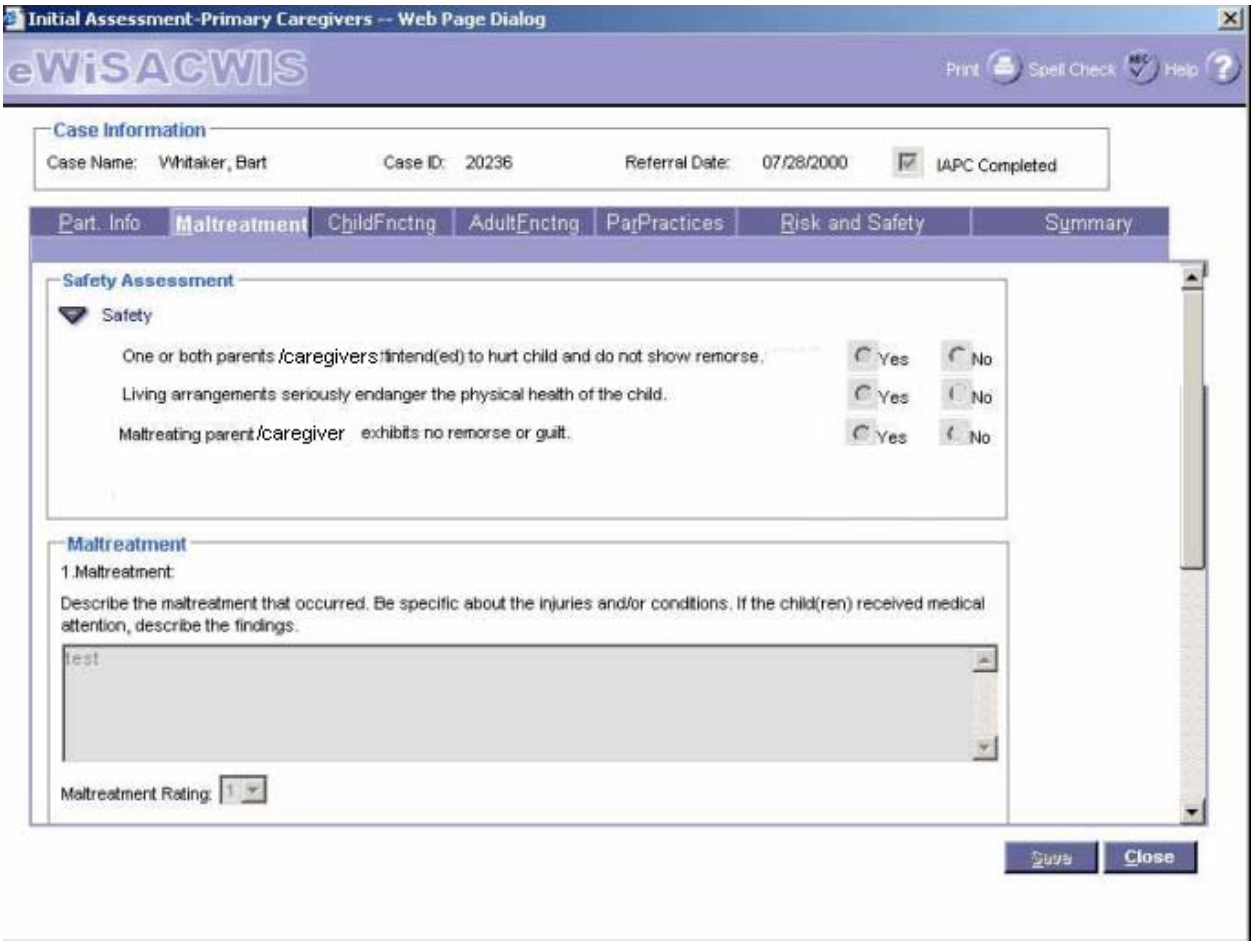
Part. Info Tab



Part. Info Tab Overview

No change has been made to the Part Info tab.

Maltreatment Tab



Maltreatment Tab Overview

The Maltreatment tab is the second tab on the Initial Assessment-Primary Caregivers response page. This tab provides an explanation of the maltreatment and the circumstances surrounding the maltreatment. The Maltreatment tab consists of four group boxes: Safety Assessment, Maltreatment, Anchors for Maltreatment, and Anchors for Surrounding Circumstances of Maltreatment.

The Safety Assessment group box contains three Safety questions pertaining to Maltreatment. The worker must answer these questions accurately. Yes and No radio buttons defaults to blank and the corresponding field in the Safety question fills with "N/A" (behind the scenes).

Other changes made to the Safety Assessment group box are as follows:

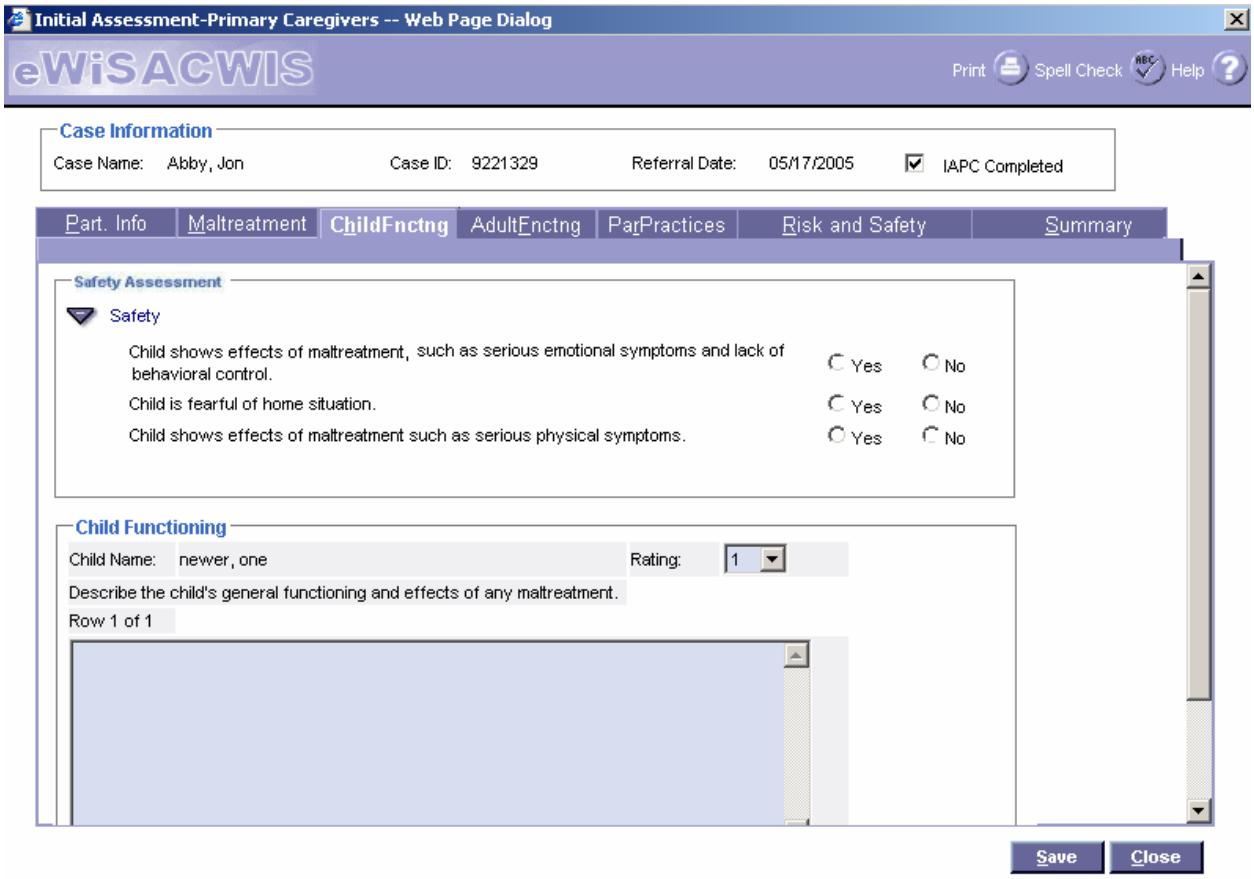
- The group box name is changed from Safety Evaluation to Safety Assessment.

- The Safety factors are reduced to three by removing # 12 i.e. Parent's whereabouts unknown
- The A and B designations are removed.
- The word "/caregiver" and "/caregivers" is/are added next to Parent and parents. (see the screen shot above).

Maltreatment Tab Information

Box:	Safety Assessment	
Fields:	One or both parents / caregivers intend(ed) to hurt the child and do not show remorse.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	Living arrangements seriously endanger the physical health of the child.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	Maltreating parent / caregiver exhibits no remorse or guilt.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.

Child Fnctng Tab



Child Fnctng Tab Overview

The Child Functioning tab is the third tab on the Initial Assessment-Primary Caregivers response page. This tab provides an explanation of each child's functioning. The Child Functioning tab consists of three group boxes: Safety Assessment, Child Functioning, and Anchors for Child Functioning.

The Safety Assessment group box is comprised of safety questions pertaining to child functioning. The worker must answer these questions accurately. Yes and No radio buttons defaults to blank and the corresponding field in the Safety question fills with "N/A" (behind the scenes).

Other changes made to the Safety Assessment group box are as follows:

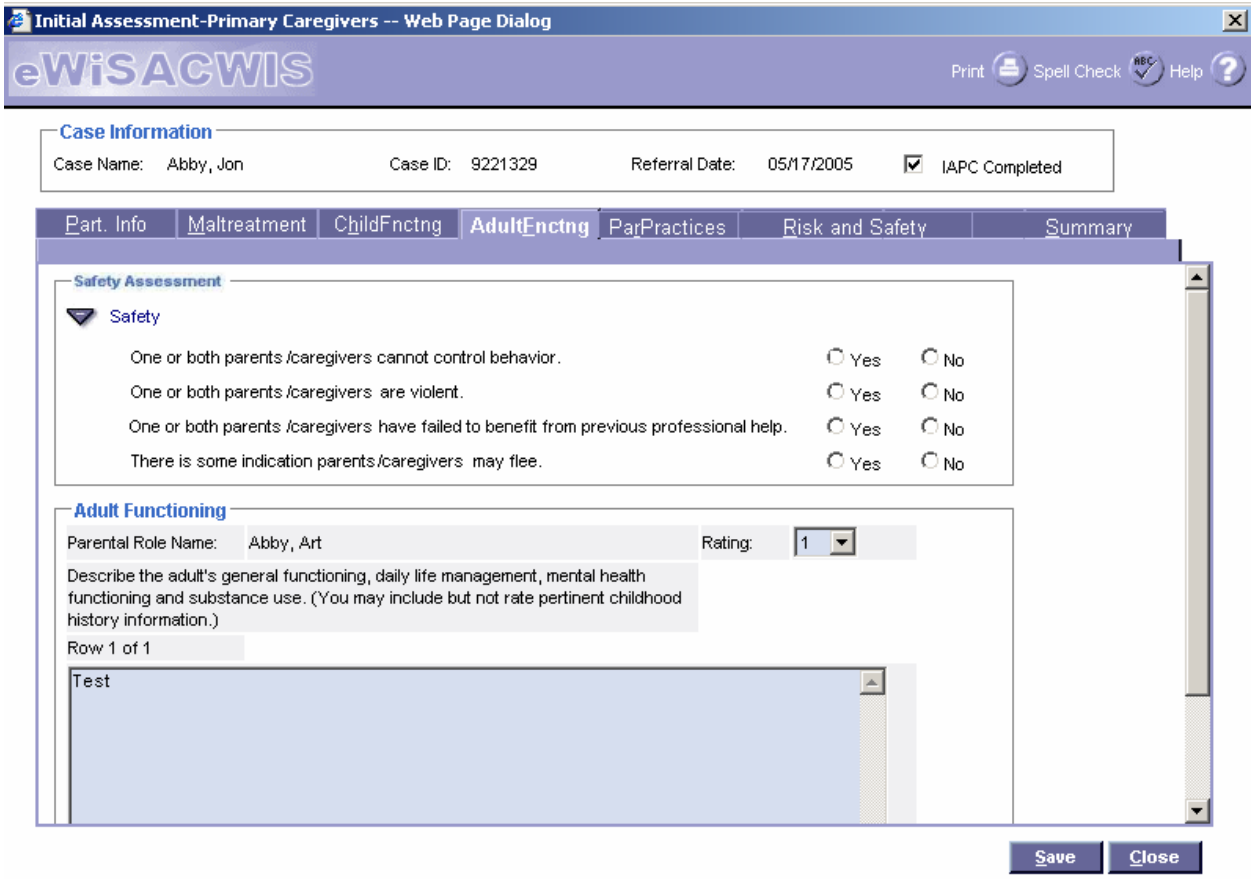
- The group box name is changed from Safety Evaluation to Safety Assessment.
- The Safety factors are reduced to three by removing # 21 i.e. Child is 0 through 6 years old and/or cannot protect self.

- The A and B designations are removed.

Child Fnctng Tab Information

Box:	Safety Assessment	
Fields:	Child shows effects of maltreatment, such as serious emotional symptoms and lack of behavioral control.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	Child is fearful of home situation.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	Child shows effects of maltreatment, such as serious physical symptoms.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.

Adult Fnctng Tab



Adult Fnctng Tab Overview

The Adult Functioning tab is the fourth tab on the Initial Assessment-Primary Caregivers response page. This tab provides an explanation of each adult's functioning. The Adult Functioning tab consists of three group boxes: Safety Assessment, Adult Functioning, and Anchors for Adult Functioning.

The worker must answer these questions accurately. Yes and No radio buttons defaults to blank and the corresponding field in the Safety question fills with "N/A" (behind the scenes).

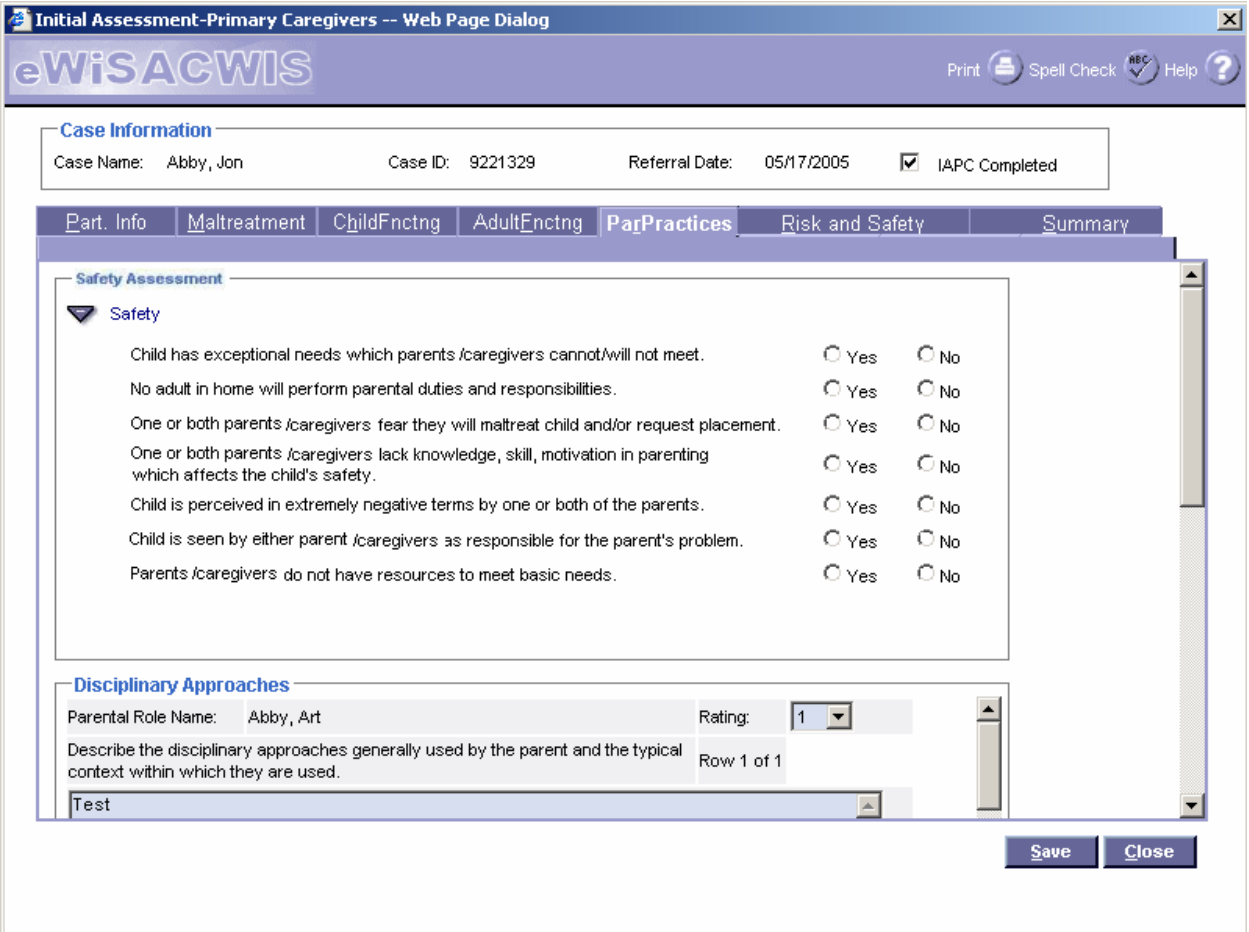
Other changes made the Safety Assessment group box are as follows:

- The group box name is changed from Safety Evaluation to Safety Assessment.
- The A and B designations are removed.
- The word "/caregivers" is added next to parents. (See the screen shot above).

Adult Fnctng Tab Information

Box:	Safety Assessment	
Fields:	One or both parents / caregivers cannot control behavior.	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	One or both parents / caregivers are violent	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	One or both parents / caregivers have failed to benefit from previous professional help	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.
	There is some indication parents / caregivers may flee	User selected radio button with 'Yes'/'No' values; system derived from the Safety Assessment table. User editable; required; defaults to blank on the online and N/A behind the scene.

Par Practices Tab



Par Practices Tab Overview

The Parenting Practices tab is the fifth tab on the Initial Assessment-Primary Caregivers response page. This tab provides an explanation of each parental role's disciplinary approaches and parenting practices, as well as the overall family functioning.

The worker must answer these questions accurately. Yes and No radio buttons defaults to blank and the corresponding field in the Safety question fills with "N/A" (behind the scenes).

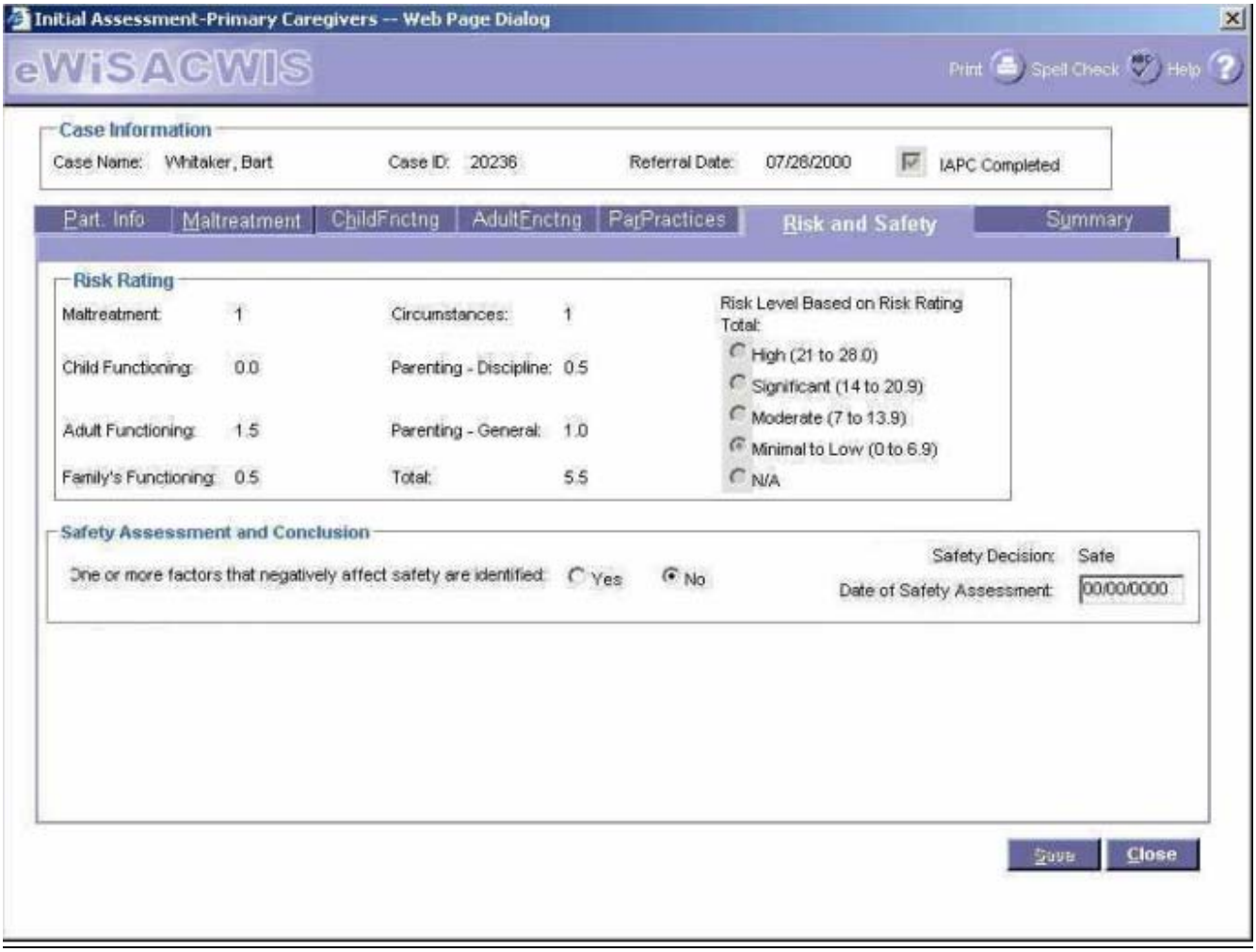
Changes made to the Safety Assessment group box are as follows:

- The group box name is changed from Safety Evaluation to Safety Assessment.
- The Safety factors are reduced to seven by removing # 15 (One or both parents overtly reject intervention).
- The A and B designations are removed.
- The word "/caregivers" is added next to parents. (See the screen shot above).

Par Practices Tab Information

Box:	Safety Assessment	
Fields:	Child has exceptional needs which parent / caregiver cannot / will not meet.	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page.. User editable; required; defaults to blank on the online and N/A behind the scene.
	No adult in the home will perform parental duties and responsibilities	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.
	One or both parents / caregivers fear they will maltreat child and / or request placement	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.
	One or both parents / caregivers lack knowledge, skill, motivation in parenting which affects the child's safety	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.
	Child is perceived in extremely negative terms by one or both of the parents / caregivers	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.
	Child is seen by either parent / caregiver as responsible for the parent's / caregiver's problems	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.
	Parents / caregivers do not have resources to meet basic needs	User selected radio button with 'Yes'/'No' values; system derived from the Safety questions on the IPAC page. User editable; required; defaults to blank on the online and N/A behind the scene.

Risk and Safety Tab



Risk and Safety Tab Overview

The Risk and Safety tab is the sixth tab on the Initial Assessment-Primary Caregivers response page. This tab provides two main functions:

- A summary of the consensus risk assessment model's ratings, which were entered on the Maltreatment, Child Functioning, Adult Functioning, and Parenting Practices tabs of this response page. (Note: No background processing change is introduced to the Risk rating group box and thus no detailed tab information on this group box is provided).
- Provides a summary of the Safety model's system calculated determination of whether the child(ren) is/are safe or unsafe.

Changes made to this tab are as follows:

- The tab is named Risk and Safety by combining the current Risk rating and Safety tabs
- The Safety Decision group box that is currently under the current Safety tab will be renamed Safety Assessment and Conclusion
- This renamed group box, Safety Assessment and Conclusion, will contain the following statement labeled with a Yes and No radio button as follows: "One or more factors that negatively affect safety are identified. (Note: This means that the existing statements labeled statements with "Yes/No" radio buttons labeled as follows: "One or more factors are identified in Section A" and "Two or more factors are identified in Section B," will be removed).
- The Safety Decision and the Date of Safety Assessment fields will be retained along with their background processing as is.
- This newly renamed group box, Safety Assessment and Conclusion, will be moved just below the Risk Rating group box under the Risk and Safety tab (See Screen shot for visual representation).
- The entire group box labeled "Consideration of Family Managed Safety Plan" currently under the existing Safety tab has been removed.
- The group box labeled "Case Disposition" currently under the existing Safety tab will be moved as is to the Summary tab.
- If the question in the Safety Assessment and Conclusion group box is marked yes then the application validation message will be displayed. The functionality associated with the radio button processing is not changing just the text on the validation alert message to the user is changing. The following validation text will replace the current validation text: The child(ren) may be unsafe. Please proceed to the Safety Assessment and Planning Page to consider the parent/caregiver protective capacities and the need to control for safety.

Risk and Safety Tab Information

Box:	Safety Assessment and Conclusion	
Fields:	One or more factors that negatively affect safety are identified	"Yes"/"No" radio button; The values are derived based upon how the Safety questions are answered on the Maltreatment, Child Functioning, Adult Functioning, and Parenting Practices tabs. Unless all safety questions are answered as 'No', the system shall select the 'Yes' radio button, and enter Unsafe on the Safety Decision field. Read only text.
	Safety Decision	This is derived from how the Safety questions are answered on the IAPC page. A value of "Safe" is displayed if "No" is selected for the radio button (i.e. One or more factors that negatively affect

	safety are identified). If, however, a "Yes" radio button is selected, the Safety Decision field will display a system derived value of 'Unsafe'. Read only text.
Date of Safety Assessment	Date on which the worker completed the Safety Assessment and Planning This field is enabled and not required. Date entered in this field will automatically populate the Date of Safety Assessment field on the Safety Assessment tab of the Safety Assessment and Planning window. If this field is updated on the Safety Assessment and Planning, the update will also displayed on the Safety tab of the IAPC window.

Background Processing:

- The radio buttons and text field in the Safety Assessment and Conclusion group box will be system calculated and derived based on how the Safety Evaluation questions were answered on the Maltreatment, Child Functioning, Adult Functioning, and Parenting Practices tabs. The system will calculate the answers and select the appropriate radio buttons, and enter whether the child(ren) is/are Safe or Unsafe.
- Save Processing is initiated by clicking on the Save command button. Save processing is also initiated when selecting the Close button, and then answering 'Yes' when the system asks the user if s/he would like to 'Save changes before closing the page.'

Save Processing:

- When the user accesses Approval in the Options dropdown and clicks the Go Button, the system will perform the following logic:
    1. Verify if page has been saved and a Safety Assessment & Planning page was created;

        - If FALSE, display message "The Initial Assessment Primary Caregiver (IAPC) cannot be approved until the associated Safety Assessment & Plan is complete. Would you like to continue and "Not Approve" your work?"

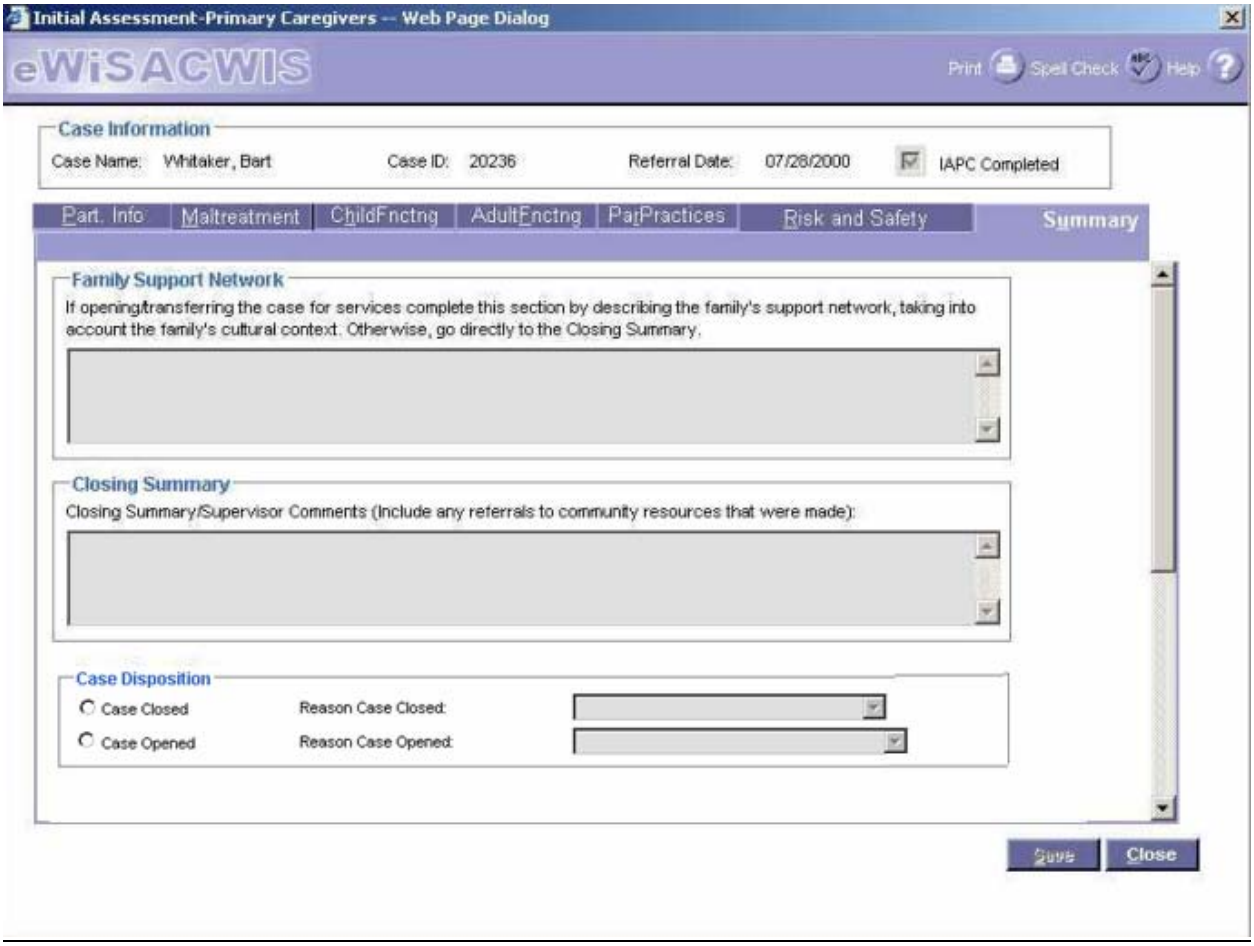
        - If TRUE, retrieve value from SAFETY_ASMNT_PLANNING.fl_complete.

            IF = Y; allow user to through to the Approval History page for the IAPC ((Approve & Not Approve available as options)

            If = N, display message, "The Safety Assessment and Planning cannot be approved until the associated Safety Assessment & Plan

is complete. Would you like to continue and "Not Approve" your work?" (YES /NO) Approve Option is disabled, Not Approve is enabled.

Summary Tab



Summary Tab Overview

The Summary tab is the seventh and final tab on the Initial Assessment-Primary Caregivers response page. This tab provides a summary of the family's support system and a closing summary. In addition, the tab provides a place to document any feedback received and correspondence sent pertaining to the particular assessment.

Change made to this tab is as follows:

- The group box labeled "Case Disposition" currently under the existing Safety tab is moved as is and placed immediately below the Closing Summary group box. (See screen shot above for graphical representation).
- Change Case Closed and Case Opened fields in Case Disposition group box to required radio buttons. (Case Closed or Case Opened must be selected in order to save the page)
- When Case Closed is selected the Reason Case Closed field becomes enabled and required. Reason Case Opened is disabled and set to blank.

- When Case Opened is selected the Reason Case Opened field becomes enabled and required. Reason Case Closed is disabled and set to blank.
- On Save if a disposition is not selected, display following validation message "Please enter data in the fields which are highlighted - Summary Tab - Case Disposition"
- On Save, if a Case Disposition radio button is selected, but the reason field has not been selected, display the appropriate validation message: "Please enter data in the fields which are highlighted - Summary Tab - Reason Case Closed" OR
  "Please enter data in the fields which are highlighted - Summary Tab - Reason Case Opened"

Desktop Outliner View Updates

The outliner will be updated to include the new naming convention for the Safety Assessment Change Order – following the Safety Assessment and Planning names. The captured image below illustrates the desktop drill down.

Automated Messages

- There are no new automated messages with the Safety Assessment and Planning Change Order. However, if there are new tables that may drive existing automated messages processing then we would need to ensure that the trigger to send the message is appropriately identified.

Templates

Reference the template design and development documents for details.

New Templates

- There are no new templates with the Safety Assessment and Planning Change Order.

Modified Templates

- Safety Assessment
- Safety Analysis and Planning
- Out of Home Safety Plan
- Initial Assessment Primary Caregiver

Ticklers

There will now be 2 sets of Case Progress Evaluation due ticklers. One pair set will have due dates calculated off of the Effective date of the Family Assessment and Case Plan or Case Progress Evaluation. The second set will calculate the due date from the Supervisory Approval date of the ongoing planning pages. A stand alone Safety Assessment and Planning will create a Case Progress Evaluation Tickler. The exact tickler processing and details are addressed within the Ongoing Model Change Order Design.

Reference Data

- Add new Type values for the following Safety Assessment and Planning page. The Type field is located in the header of the page (50 characters limit)

Case review or case progress eval
Case Transfer
Change in Household Composition
Change of OH placement
Conditions change either positively or negatively
Initial face to face contact with family
Initial face to face time of removal from the home
Prior to Case Closure
Prior to disengaging in home plan
Prior to Placement
Prior to Reunification
Relative Placement
Trial home visit

- Add the list of Services that have been updated for the Safety Service Plan page (40 characters limit) Note: although this is the same list that is being used on the Ongoing Model Change Order it will be saved to different tables so perhaps Code_Desc will need to be used to establish the type and then have one master list.

Alternate Care Services
AODA Assessment
AODA Treatment
Basic Home Management
Case Management Services
Counseling
Economic Support
Educational Assessment/Services
Daycare
Developmental Assessment
Family Interaction
Housing Assistance
Independent Living
Juvenile Justice Services/Activities
Medical/Dental Services
Mental Health Assessment
Mental Health Treatment
Parenting Services
Probation & Parole Services
Recreational Activities
Respite
Social/Emotional Support
Specialized Medical/Care Services
Transportation

Security Changes

- The Safety Assessment and Planning Page and the Out of Home Safety and Planning pages will have the eWiSACWIS standard (level 1-2) security setup.

Database Changes

The Database schema will be finalized during the development phase. New tables will be created for the Safety Assessment and Planning, Out of Home Safety and Planning and the Safety Plan Services.

Reports

The following Reports will be modified as a result of this change order to work with the new tables. A separate Report Modification design document will be submitted.

Initial Assessment Site Activity By Month (r-sm06a-int-assmnt-site-activity-rpt)

The r-sm06a-int-assmnt-site-activity-rpt currently uses the IAP = IA_PRIMARY, table which is used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

BMCW Monthly Summary Statistics (r-sm06a02-bmcw-mnthly-stats)

The r-sm06a02-bmcw-mnthly-stats currently uses the IAP = IA_PRIMARY, table which is used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

Safety Report (r-sm06b01-safety)

The r-sm06b01-safety currently uses IAP = IA_PRIMARY, SAFETY_ASSESSMENT, SAFETY_PLAN_ITEM_DETAIL, and SAFETY_PLN_OH tables for the current safety report.

Out of Home Placement/In Home Services (Children in Substitute Care by Race, Age, and placement Type) (Carer-sm10a05-subst-race-age)

The Carer-sm10a05-subst-race-age currently uses the IAP = IA_PRIMARY, table which is used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

There will be no changes to any Crystal Reports
There will be no changes to database (triggers, functions, stored procedures, views).

eWiSACWIS Anywhere

The new Safety Assessment and Planning page will replace the existing Safety Assessment functionality. As a result, these changes and those made to the Initial Assessment Primary Caregiver must be included in the Tablet PC application, eWiSACWIS Anywhere.

The Out of Home Safety Planning page is not current functionality for eWiSACWIS Anywhere. As a result, the Out of Home Safety and Planning page will not be added to eWiSACWIS Anywhere as part of this change order.

Batch

There are no new batches associated with the Safety Assessment and Planning Change Order. The following batches will be modified as a result of this change order to work with the new tables.

Batch Modifications

The following batch programs must be modified as a result of changes made in this change order:

Archive Case Batch

Summary: The Archive Case batch moves cases to a separate archival storage area after a case has been closed for at least 5 years. Once a closed case has been archived, data within that case will be moved to a separate storage area except for the case "stub" record and the associated case participants.

Modification needed: The batch should be modified to include archiving of new tables created for the Safety Assessment and Planning as well as the Out of Home Safety Planning pages.

The Archive Case batch currently uses the IAP = IA_PRIMARY, RA = RISK_ASSESSMENT, and the SA = SAFETY_ASSESSMENT tables which are used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

Person Delete

Summary: This program deletes all records associated with persons scheduled for deletion. The persons are identified by a 'D' value for the person status code. The batch looks for the person id on a set of tables and if person id is found the deletion will not be allowed.

Modification needed: Update the batch to include looking up person id in newly created tables for the Safety Assessment and Planning as well as the Out of Home Safety Planning pages. If the person id is found to be associated with these new tables, do not allow the delete to process.

Person Merge

Summary: Currently, the batch process involves checking every table that exists with a Person ID, and replacing the remove person ID with the keep person ID.

Modification needed: The batch must be modified to update person ID with the keep person id on the newly created tables for Safety Assessment and Planning as well as the Out of Home Safety Planning pages. If the person id is found to be associated with these new tables, do not allow the delete to process.

Case Closure

Summary: This program checks cases for which a closure request has been submitted to determine whether or not the closure should proceed. It processes case records from the Case Closure table that have a status of Requested or Closure Request Denied. For each case, the program checks for any items that have not received final approval and plan that have status of Ongoing. If open items or Ongoing plans are found, the Case Closure status is updated to Closure Request Denied and the closure process cannot proceed.

Modification needed: The Case Closure batch must be modified so that case closure is denied when the Safety Assessment and Planning as well as the Out of Home Safety Planning pages. Pieces of work have not received final supervisory approval or are a Pending status. The batch should continue to verify that the old pieces of work are approved and not in Pending status.

The Case Closure batch currently uses the IAP = IA_PRIMARY, RA = RISK_ASSESSMENT, and the SPOH = NEW OUT OF HOME SAFETY tables which are used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

Case Merge

Summary: Combines cases that have been scheduled and approved for merging, using the Case Closure Page and the approval process. The program processes all records marked with a Merge code in the Case Closure table. Each record marked for Merge has a designated Remove Case and Retain Case. All records for the Remove Case are transferred into the Retain Case.

Modification needed: When transferring records into the Retain Case include records from newly created tables for Safety Assessment and Planning as well as the Out of Home Safety Planning pages.

The Case Merge batch currently uses the IAP = IA_PRIMARY, SA = SAFETY_ASSESSMENT, RA = RISK_ASSESSMENT, SPID = SAFETY_PLAN_ITEM_DETAIL, SP = SAFETY_PLAN
DN = DOC_NARRATIVE and SPOH = NEW OUT OF HOME SAFETY tables which are used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

TPR Copy

Summary: When TPR is granted for a child, the child's case work and adoption referral must move with the child to the new TPR Case. This batch process moves casework from the original to the TPR Case.

Modification needed: Update the TPR Copy batch to include copying of newly created tables for Safety Assessment and Planning as well as the Out of Home Safety Planning pages associated with the TPR'd child.

The TPR Copy batch currently uses the DN = DOC_NARRATIVE, SPOH = NEW OUT OF HOME SAFETY table which are used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

Case Part Remove

Summary: The purpose of this batch process is to remove a participant from one particular case. It will first scan the CASE_PART table for records with CD_STAT = 'R'. For each record found, retain the ID_PRSN and ID_CASE from these records to edits to ensure no work had been created for the case participant in the case.

Modification needed: The batch should include the newly created tables for Safety Assessment and Planning as well as the Out of Home Safety Planning page when checking for work associated with the person flagged for removal.

Case Part Remove batch currently uses the IA_PRIMARY table which is used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

NCANDS

Summary: The purpose of this batch process is to generate the necessary NCANDS values for reporting purposes.

Modification needed: The batch should include the newly created tables for Safety Assessment and Planning as well as the Out of Home Safety Planning page.

The NCANDS batch currently uses the SPID = SAFETY_PLAN_ITEM_DETAIL table which is used for the current Safety Assessment, Safety Analysis and Plan as well as the Out of Home Safety Plan page functionality.

There will be no changes to any Crystal Reports
There will be no changes to database (triggers, functions, stored procedures, views).